



## Columbia County School District Job Description

<b>Position Title:</b> Mechanic Shop Assistant		
<b>Department:</b> Transportation	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, Grade E	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> Public School
<b>Contract Work Year:</b> 180 Days Per Year, 3 Hours Per Day		
<b>Reports to:</b> Fleet Manager		

### MINIMUM QUALIFICATIONS

Mechanically inclined, interested in safe operation of school buses and qualified to keep accurate records.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Is capable of attaining Commercial Driver’s License.
- Responsible for knowing all policies and procedures of the Board of Education and Department of Transportation.
- Washes school buses following inspections performed daily by shop technicians.
- Insures spare buses are fueled and clean.
- Performs tire / wheel maintenance, and maintains tire inventory. Inspects bus tire casings to determine if they can be recapped.
- Fills buses with fuel as needed.
- Checks all engine and transmission fluids each time buses are filled with fuel.
- Keeps gas pump readings daily.
- Presents a positive attitude toward care of the buses at all times.
- Ensures no students are aboard vehicles during fueling, and treats drivers in a professional manner.
- Enforces the No Smoking policy around fueling station.
- Keeps area around gas tanks and wash bay clean and presentable at all times.
- Assists shop technicians as needed.

### IMPORTANT NOTES

**ESSENTIAL DUTIES**  
 Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** May 2013