

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

SKILLED MECHANIC

QUALIFICATIONS:

- (1) High School Diploma or equivalent, supplemented by two years of journeyman-level experience as an automotive or diesel mechanic
- (2) Valid Florida license Class B or higher with passenger and school bus endorsement, or agree to obtain such license within a 12-month period
- (3) Must be able to understand technical/professional manuals

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of construction, assembly and adjustment and maintenance of a wide variety of automobiles, buses, trucks and of shop tools. Ability to diagnose the more common defects of motors and of all types of shop equipment. Ability to detect, by inspection, any work or broken part, or wrongly adjusted part of assembly, ability to keep records of repair and service operations, and to make reports. Ability to follow oral and written instructions accurately. Employees of this class perform skilled tasks in mechanical repair and maintenance of automobile, heavy duty trucks, tractors, buses, and other standard, special automotive equipment in accordance with standard trade practices. Work may include welding, occasional machining of parts or other duties relating to the upkeep of equipment. Supervisor may check work during repair, or test running condition of equipment after work is completed.

REPORTS TO:

Chief Mechanic

JOB GOAL

To maintain safe and economical fleet of vehicles in a cost-effective and efficient manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Inspect and make repairs on all aspects of School Board automotive vehicles and equipment.
- (2) Do general and major repair work on automobiles, buses, light and heavy trucks, graders, mowers, and other automotive, diesel, and mechanical equipment; inspect, adjust and replace necessary units and related parts; cooling fuel and exhaust systems, tune motors using standard testing equipment.
- (3) Repair and overhaul brakes; transmissions, differentials, front and rear axle assemblies; repair and install hydraulic controls. Also perform all different phases of tire work.

Board Approved February 17, 1998

Amendments Board Approved April 15, 2003, June 19, 2018, November 20, 2018

SKILLED MECHANIC (Continued)

- (4) Perform emergency road repairs and test-drive buses and other vehicles to ensure they are in safe operating condition.
- (5) Maintain tools and equipment in good working order.
- (6) Perform other incidental tasks consistent with the goals and objectives of this position.
- (7) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 33
12 months
8.0 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.