

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### SHOP HELPER

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of one year experience in performing a variety of semi-skilled maintenance and mechanical repair tasks as a helper or a handyman in a vehicle repair shop.
- (3) Valid Florida driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the standard tools, materials, methods and practices of the mechanical repair trade. Knowledge of the occupational hazards and safety precautions of the work. Ability to understand and follow oral and written instructions. Ability to develop skill in the use and care of tools, materials and equipment. Ability to devise own methods for accomplishing assigned tasks and work with some independence. Must be eligible to qualify for C.D.L.

**REPORTS TO:**

Chief Mechanic

<b>JOB GOAL</b>
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To perform semi-skilled and manual work in a vehicle to ensure safe and efficient transportation services.
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES**

- (1) Perform general maintenance and repair work on vehicles; such as, cleaning, changing tires, replacing batteries, wiper blades, changing oil, and grease.
- (2) Maintain written records as may be required.
- (3) Make general minor repairs to upholstery and vehicle bodies.
- (4) Perform preventive maintenance on vehicles.
- (5) Drive/move buses and other vehicles as directed.
- (6) Assist mechanics in their assigned tasks.
- (7) Load and unload materials, clean tools and work areas.
- (8) Use effective, positive interpersonal communication skills.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.
- (10) 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.

**Board Approved February 17, 1998  
Amendment Board Approved April 15, 2003**

**SHOP HELPER (Continued)**

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 7-10  
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.