

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

MECHANIC

QUALIFICATIONS

- (1) High School Diploma or equivalent preferred with an aptitude toward mechanical work.
- (2) Must be able to understand technical/professional manuals.
- (3) May substitute technical training for high school diploma or equivalent

KNOWLEDGE, SKILLS AND ABILITIES:

Able to do semi-skilled work in servicing automotive equipment and helping mechanics in a non-technical manner. Ability to be responsible for giving periodic greasing service to automotive equipment, including changing oil, servicing batteries and checking inflation of tires, and work as a mechanical technician helper. Ability to receive assignments both orally and in writing. Work is checked by the performance of the equipment serviced. Some knowledge of the standard methods, practices, tools and equipment of the automotive mechanical trade. Working knowledge of the occupational hazards and safety precautions of the trade.

REPORTS TO:

Chief Mechanic

JOB GOAL

To assist in maintaining a safe and economical vehicle fleet and to achieve journeyman status.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Assist mechanics in their work and ability to perform more routine repairs.
- (2) Service and lubricate automobiles, buses, trucks, tractors, mowers and other equipment.
- (3) Service batteries, change and repair tires; check and clean radiators and generators; replace oil filters.
- (4) Assist mechanics in their work and perform the more routine repairs. Answer calls for road service, change flat tires, change dead batteries and make minor repairs.
- (5) Maintain garage area and grounds in a clean and orderly condition.
- (6) Fuel vehicles as may be required.
- (7) Wash and clean vehicles as needed.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.
- (9) Other duties assigned by the immediate administrator or supervisor.

Board Approved February 17, 1998
Amendment Board Approved April 15, 2003
Amendment Board Approved October 18, 2005

MECHANIC (Continued)

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 15-18
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.