



Columbia County School District Job Description

Position Title: Mechanic I		
Department: Transportation	Evaluation Instrument: Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule Grade K	Pay Type: Non-Exempt	Retirement: Public School
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Director of Transportation		

MINIMUM QUALIFICATIONS

Mechanical knowledge in mechanics of all vehicles owned by the Columbia County Board of Education, and mechanical knowledge of all shop equipment. Must have a Commercial Driver's License.

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

- Works schedule as assigned by the Director of Transportation.
- Performs regular duties as a mechanic unless otherwise instructed by the Service Manager.
- Assists Shop Foreman by keeping the shop clean and in order at all times.
- Takes care of all emergencies involving breakdowns of school buses to enable drivers to complete their duties.
- Assists in promoting a good image for the Columbia County School System and the Department of Transportation.
- Completes paperwork assigned by Shop Foreman in a satisfactory manner.
- Assists in tire work, fueling, or other shop responsibilities if so directed by Shop Foreman.
- Knows and follows all policies and procedures of the Board of Education and the Department of Transportation.
- Performs any other duties relating to school transportation not listed in this job description as may be required by the Shop Foreman.

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 1999