



NEW: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	MECHANIC A
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8796
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be willing to participate in a continuing educational development program in upgrading technical skills. Makes extensive and skillful repairs to all mechanical devices/parts of vehicles.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains daily work schedule and accurate records on assigned vehicles
- Processes work orders for parts used on vehicles
- Repairs heating, venting, air conditioning and electrical systems on all vehicles
- Diagnoses, repairs and/or replaces all diesel internal combustion engines
- Repairs interior and/or exterior of vehicles as needed
- Repairs all frames (chassis), transmissions, axles, wheels, brakes and clutch assemblies
- Repairs and/or replaces the power plant and maintains the engine lubrication system
- Repairs and/or replaces exhaust and fuel systems
- Substitutes for another mechanic and makes service runs when necessary
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Working knowledge of gas and diesel buses, trucks and cars
- Must have a valid Commercial Driver's License (CDL)
- Master Automotive Service Excellence certification
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge of applicable school system policies and procedures
- Ability to analyze combustible engine failure by using electronic test equipment

Ability to work with people in a positive manner

Experience in a diverse workplace