



REVISED: Submitted:
01/24/2024 01/23/2024

JOB TITLE:	MECHANIC B
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8800
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.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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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/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
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Working knowledge of gas and diesel buses, trucks and cars
Two (2) years as a mechanic's helper

Must have valid Commercial Driver's License (CDL)

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment
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Automotive Service Excellence certification in some automobile and heavy duty truck areas or be able to obtain at least one Automotive Service Excellence certification during ninety (90) day probationary period
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Ability to work with people in a positive manner
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Experience in a diverse workplace
