



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

JOB TITLE:	TECHNICIAN TRANSMISSION REBUILDER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8798
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. Requires minimum supervision.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Rebuilds all types of automatic and standard transmissions
- Diagnoses transmission problems while still in the vehicle and makes repairs accordingly to the specifications necessary to meet the needs of the vehicle maintenance department
- Maintains daily work schedule and accurate records on assigned units being rebuilt
- Processes work orders for parts and labor on units being repaired or rebuilt
- Substitutes for another mechanic and makes service runs when necessary
- Assumes responsibility for quality control
- Repairs AT 540 or bigger transmissions
- 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 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 buses, trucks, and cars
- Two (2) years of previous experience as Mechanic "A" or top rank mechanic, with experience in rebuilding transmissions of all makes, or two (2) years of experience in transmission rebuilding
- Pass the Bennett Mechanical Comprehension Test
- Must have a valid Commercial Driver's License (CDL)
- Effective communication skills

#### DESIRABLE QUALIFICATIONS

- Knowledge of 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
A.S.E. Certification automatic transmissions AT and MT Allison Transmission
Experience in a diverse workplace