



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

JOB TITLE:	INSPECTOR MECHANIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8794
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Inspects vehicles as they are brought to the garage for all mechanical inspections
- Maintains daily work schedule and accurate records on assigned vehicles
- Maintains preventive maintenance schedule for all assigned vehicles
- Diagnoses type of repair needed during preventive maintenance inspection
- Substitutes for another mechanic when necessary
- Provides service runs when necessary
- Analyzes combustible engine failure by using electronic test equipment
- Assumes responsibility for proper use of tools, equipment and standard maintenance and safety practices
- Diagnoses diesel internal combustion engines
- 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 buses, trucks, and cars
- Working knowledge of both gasoline and diesel engines
- Must have a valid Commercial Driver's License (CDL)
- Master Automotive Service Excellence certification. Once achieved good for the life of employment at JCPS

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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Pass the Bennett Mechanical Comprehension Test
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Ability to work with people in a positive manner
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Experience in a diverse workplace
