



NEW: 07/01/2019
Submitted: 06/11/2019

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

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
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 buses, trucks, and cars
Two (2) years of previous experience as Mechanic "A" or top mechanic rank
Pass the Bennett Mechanical Comprehension Test
Working knowledge of both gasoline and diesel engines
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