



REVISED: 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