



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	MECHANIC B
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 8
WORK YEAR:	260 DAYS
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

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
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
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
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
Ability to work with people in a positive manner
Experience in a diverse workplace