



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

JOB TITLE:	INSPECTOR MECHANIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	260 DAYS
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 |
| 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

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| 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

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| Knowledge of applicable school system policies and procedures |
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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