

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA**MECHANIC, LEAD****JOB DESCRIPTION****JOB CODE:** 780241**BARGAINING UNIT ELIGIBILITY:** No**FLSA:** Non-Exempt**PAY GRADE:** 27**SALARY SCHEDULE:** Professional/Technical**QUALIFICATIONS:**

- (1) High school diploma or GED.
- (2) Minimum of six (6) years of progressively responsible mechanic's experience including one (1) year at the supervisory level; or an equivalent combination of training and experience.
- (3) Valid Florida CDL License, Class A.
- (4) Possess a personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the construction, assembly, adjustment, and maintenance of a variety of automobiles, buses, trucks and other heavy equipment. Knowledge of the methods and practices used to repair and renovate automotive and heavy equipment, especially as applied to mechanical operations. Knowledge of instruments employed in testing the operation and repair of automotive and heavy equipment such as ammeters, volt meters, micrometers, calipers, dividers, dial gauges, compression gauges and other testing devices. Ability to diagnose defects in automotive equipment and either personally perform or instruct staff in proven techniques for fixing defects. Ability to make road tests and other checks for the effectiveness of repair and maintenance work. Ability to direct and supervise the work of mechanics and mechanic assistants, including both skilled and unskilled crafts. Ability to keep time, work, and repair records of shop operations. Considerable skill in the application and/or supervision of modern methods and techniques used in the repair and renovation of automotive equipment, and in the care and use of pertinent tools, equipment, and facilities. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with supervisors and staff.

REPORTS TO:

Manager -- Transportation Operations

JOB GOAL

To perform and direct the effective and efficient repair and maintenance services for automobiles, buses, trucks, and other heavy equipment.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform mechanical, repair and maintenance services on automobiles, buses, trucks and other heavy equipment as required.

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- * (2) Direct the flow of work within the shop and make general and detailed assignments to staff.
- * (3) Inspect, test, and road check equipment to determine the nature of defects and failures, and to review the work of automotive and heavy equipment.
- * (4) Maintain records of work performed to the supervisor.
- * (5) Requisition repair parts, fuel lubricants, supplies and equipment required in the maintenance and garage operation.
- * (6) Assist supervisor in determining the most effective and economical way to repair equipment.
- * (7) Adhere to applicable safety standards.
- * (8) Attend all staff meetings and workshops.
- * (9) Assist with maintaining a clean and orderly environment.
- * (10) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (11) Communicate effectively with the mechanics, the public, staff members, students, parents, administrators and other contact persons.
- * (12) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Demonstrate support for the school district and its goals and priorities.
- * (15) Exhibit interpersonal skills as an effective team member.
- * (16) Follow attendance, punctuality and proper dress rules.
- * (17) Maintain confidentiality regarding school/workplace matters.
- * (18) Maintain expertise in assigned area.
- * (19) Model and maintain high ethical standards.
- * (20) Manage time efficiently.
- * (21) Participate in cross-training activities as required.
- * (22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (23) Prepare all required reports and maintain updated and accurate records.
- * (24) Represent the District in a positive and professional manner.
- * (25) Respond to inquiries and concerns in a timely manner.
- (26) Perform other duties as assigned.
- * (27) May be required to work beyond the 40 hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 01

Adopted 10/19/10