

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

MECHANIC -- PAINT AND BODY

JOB DESCRIPTION

JOB CODE:	780260	BARGAINING UNIT ELIGIBILITY:	Yes
FLSA:	Non-Exempt	PAY GRADE:	26
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of four (4) years successful experience at the journeyman level in automotive paint and body work.
- (3) Valid Florida Driver's License, must obtain a Class A Commercial Driver's License (CDL) within 90 days of employment in this position.
- (4) Possess personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill in the use of the tools, materials, methods and practices used in the automotive body repair, glass work, carpentry, and painting trade. Ability to maintain the more common hand and power tools of the automotive body repair, glass work, carpentry, and painting trades. Ability to make simple estimates of time and material. Skill in locating and correcting structural defects in automotive equipment. Ability to perform cross-over work in several trade areas. Ability to communicate effectively orally and in writing. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with district staff and administrators. Ability to operate a motor vehicle.

REPORTS TO:

Manager – Fleet

JOB GOAL

To perform automotive paint and body work in a safe and efficient manner at the journeyman level.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Rebuild, replace, and repair automotive, bus, truck, and construction equipment bodies, grills and frames.
- *(2) Remove dents and straighten door panels, quarter panels, fenders, and hoods with hammer and fender irons.
- *(3) Weld breaks and fractures in sheet metal and frames.
- *(4) Straighten frames and wheels with presses and other equipment.
- *(5) Clean, sand, mask, and brush or spray paint automotive and public works equipment, including cars, trucks, buses, road rollers, compressors, and other construction and maintenance equipment.

MECHANIC -- PAINT AND BODY (Continued)

- * (6) Paint lettering and numbering on vehicles and equipment.
- * (7) Maintain daily vehicle logs.
- * (8) Serve on school/district committees as required or appropriate.
- * (9) Adhere to applicable safety standards.
- * (10) Attend all staff meetings and workshops.
- * (11) Assist with maintaining a clean and orderly environment.
- * (12) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (13) Communicate effectively with the public, staff members, parents, students, supervisors, administrators and other contact persons using tact and good judgment.
- * (14) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Demonstrate support for the school district and its goals and priorities.
- * (17) Exhibit interpersonal skills to work as an effective team member.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain confidentiality regarding school/workplace matters.
- * (20) Maintain expertise in assigned area.
- * (21) Manage time efficiently.
- * (22) Model and maintain high ethical standards.
- * (23) Participate in cross-training activities as required.
- * (24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (25) Prepare all required reports and maintain updated and accurate records.
- * (26) Represent the District in a positive and professional manner.
- * (27) Respond to inquiries and concerns in a timely manner.
- (28) Perform other duties as assigned.
- * (29) 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.

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: 8/2/11

Revised: 9/26/19 (Superintendent)