

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

HELPER -- MECHANIC'S

JOB DESCRIPTION

JOB CODE: 780250 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 23
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma, GED, or Graduation from an approved Vocational School.
- (2) Experience in vehicle/mechanical/component maintenance.
- (3) Valid Florida Driver's License, must obtain a Class A Commercial Driver's License (CDL) within 90 days of employment in this position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform basic tasks in the field of vehicle maintenance. Ability to learn related material and skills via on-the-job training, and also through opportunities that are provided through schools or classes. Knowledge of and ability to apply general mechanical and vehicle maintenance principles. Able to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with schools, departments, vendors, and co-workers. Ability to work under varied climatic conditions and to distinguish colors. Ability to operate a motor vehicle.

REPORTS TO:

Manager – Fleet

JOB GOAL

To assist the mechanic in the area of vehicle, mechanical, and component maintenance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist lead mechanic and mechanic.
- *(2) Perform semi-skilled and skilled work in the area of vehicle maintenance, such as brakes, tires/wheels, body work, electrical system, servicing vehicles, air conditioning and heating, ignition systems, radiators, engine, transmission, welding, electronic components, radios, audiovisual recording devices, GPS systems, sheet metal, painting, seats, flooring, suspensions, facility maintenance, and other components/areas.
- *(3) Work in other areas of maintenance to fuel and lubricate vehicles; assist in inspecting vehicles; perform road call maintenance; perform general and vehicle cleaning duties; work in the area of parts; and work in bus compound areas.
- *(4) Develop and maintains expertise in assigned area to fulfill project goals and objectives.
- *(5) Maintain daily vehicle logs.
- *(6) Adhere to applicable safety standards.
- *(7) Attend all staff meetings and workshops.

HELPER -- MECHANIC'S (Continued)

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