

Job Description: Mechanic I



Position Title: Mechanic I

FLSA Status:

Non-Exempt

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

Will perform routine skilled work in the inspection, maintenance, and repair of automotive and related equipment. The Mechanical Helper, duties are performed under the general supervision of an immediate supervisor who evaluates performance through observation of work, periodic conferences, critiques, and/or records and reports.

This position exists to perform skilled maintenance work on our fleet and other duties as needed.

Essential Functions of this Job

Performs periodic inspections and tune-up equipment to ensure proper functioning. Performs emergency road service, drive-fueling trucks to construction sites, and grease and fuel heavy equipment on construction sites. Makes repairs to complex automotive equipment such as overhaul gasoline or diesel engines, repairing transmissions, and making major modifications or under direction performs repairs to automotive equipment such as tuning engines, repairing brakes, adjusting transmissions, and other routine maintenance. Checks lubricant and water levels and fills or changes them as required.

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Repairs automobiles, trucks, sweepers, heavy equipment, and other automotive equipment. Responsible for keeping up to date on current technology, as job appropriate, being used by LWCS and surrounding school districts. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.

Inspects and sweeps buses. Performs pre-trip inspections as required by FDOE (Department of Education) and DOT (Department of Transportation) to check water, fuel, oil, and mechanical condition before the operating bus. Reports delays and accidents. Keeps operational records and makes reports. Reports defects or problems with vehicles to the assigned service center. Assures bus meets regular maintenance inspection schedules. **Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.**

Transports students to and from school, following a preplanned route according to a definite schedule. Drives bus carefully and complies with traffic regulations and the School Board of Trustee's policy. Assumes responsibility for the safety of school children in loading, unloading, and transporting them to and from school and extracurricular activities. Instruct children in safety precautions and practices. Signals children when to cross street or highway and assures that children are safe across upon departure from bus. Maintains discipline; reports unruly behavior to the school principal or supervisor.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of traffic and highway safety rules and regulations. Knowledge of preventive measures to avoid accidents. Ability to operate a bus safely and economically. Ability to carry out instructions and perform work that requires good physical condition. Ability to relate to students, parents, and school system personnel. Ability to complete various forms and records, including updated route sheets, timesheets, field trip forms, and incident and accident reports. Bilingual/bi-literate preferred.

Education, Experience, and Certification/License Requirements

At least a 10th-grade education or GED. Completion of first aid and defensive driving courses. Training on highway safety rules and regulations. Successful completion of the Department of Education's #Bus Driver Training Program#. Appropriate State of Florida Driver's License. Completion of a performance test in a school bus operation. Must pass an annual physical examination. Four (4) years of work experience as a general mechanic. School Bus FDOE certification or the ability to obtain it within 90 days of employment.

Work Context:

Requires sitting, driving, standing, walking, and moving about to coordinate work. Requires face-to-face discussions and contact with children, individuals, and teams.

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Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires work with both internal and external contacts and with the public.

Physical Environment:

Requires working both indoors and outdoors. Requires exposure to outdoor elements, including weather changes, foliage, and insects. Requires sitting for most of the day, and the ability to frequently lift, carry, move, and position objects weighing up to 70 pounds must be 2 people anything over 70 pounds.

Local Code:

9000

EEO5:

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Approval Date:

Date Last Revised: 01/ 25/2023

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.