



## **JOB DESCRIPTION – Mechanic II**

### **JOB GOAL:**

To assist in ensuring all School Board owned vehicles are maintained, in safe working condition, and operating efficiently.

### **QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Minimum of three (3) years successful experience as a mechanic.
3. Must be able to pass an annual physical and dexterity exam as prescribed by the DOE School Transportation Management Section.
4. Must possess, or be willing to obtain, a CDL License with passenger and school bus endorsement within 3 months of Employment.
5. Must pass a pre-employment drug screen and submit to random drug screenings.
6. Must provide written references upon the request of the Superintendent.

### **REPORTS TO:**

Director of Transportation & Maintenance  
Mechanic I

**SUPERVISES:** N/A

### **PERFORMANCE RESPONSIBILITIES:**

#### Service Delivery

1. Assist in maintaining District vehicles and other equipment in safe and satisfactory working condition.
2. Keep shop area clean and safe.
3. Wash and fuel vehicles as requested.
4. Make minor repairs to automotive equipment.
5. Complete records on work completed and supplies needed.
6. Assist Mechanic I in service and repair of vehicles as assigned.
7. Service and maintain District-owned vehicles and equipment such as lawn mowers, tractors, trimmers, chain saws, etc.
8. Repair / repair windows, seats, and tires.
9. Replace lights and mirrors as necessary
10. Drive bus routes as needed on emergency basis.
11. Inspect school buses in accordance with Florida Statutes and Florida COE school transportation guidelines.

#### Inter / Intra-agency Communication and Delivery

12. Communicate well with supervisor.
13. Keep supervisor informed of problems and status of jobs completed.

### Employee Qualities / Responsibilities

14. Continue to work to improve knowledge and competency in relationship to position.
15. Work independently or as a team member.
16. Interact appropriately with other transportation maintenance personnel.
17. Report to work punctually and regularly.
18. Display an appropriate work ethic.

### System Support

19. Represent the School Board in an appropriate manner.
20. Follow transportation maintenance policies and procedures.
21. Perform other incidental tasks consistent with the goals and objectives of this position.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Be clean, neat, and professionally dressed.
2. Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned contract and extended days, and using sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
5. Is familiar with and incorporates the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

### **PHYSICAL REQUIREMENTS:**

1. 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.
2. Sit, stand, and walk for required periods of time.
3. Reach/handle objects.

### **ENVIRONMENTAL DEMANDS:**

1. Exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions, including wet and/or humid ones; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to buildings in which a variety of chemicals are used for cleaning, instruction and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
6. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions.

### **TERMS OF EMPLOYMENT:**

1. 12-month position
2. The salary and benefits shall be paid consistent with the district's approved compensation plan.
3. Extended hours beyond the regular school day may be required. (Compensation according to district policy)

**EVALUATION:**

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

**ACKNOWLEDGMENT:**

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
**Employee's Name (Print)**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Name (Print)**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

SCHOOL BOARD APPROVED: April 12, 2022