

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

VEHICLE MECHANIC I

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Some experience in servicing, lubricating and general garage duties.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and following instructions. Knowledge of vehicle parts and computers preferred. Knowledge of tools, methods and practices of mechanical repair trade. Knowledge of potential hazards and safety precautions of work. Ability to use and care for tools and equipment. Ability to accomplish assigned tasks with some independence.

REPORTS TO:

Supervisor / Coordinator, Vehicle Services

<p>JOB GOAL</p> <p>To assist in ensuring all School Board-owned vehicles are maintained in a safe operating condition.</p>

SUPERVISES:

N/A

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 District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 01

VEHICLE MECHANIC I (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assist with oil changes, checking tires, checking lights, leaks and gas fill-ups.
- * (2) Repair tires and wheels on School Board vehicles.
- * (3) Assist in inspecting tires and wheels.
- * (4) Wash vehicles as requested.
- * (5) Assist Mechanic II when needed.
- * (6) Replace wiper blades as requested

Employee Qualities / Responsibilities

- * (7) Work independently or as a team member.
- * (8) Interact with other maintenance personnel.
- * (9) Report to work punctually and regularly.
- * (10) Display an appropriate work ethic.
- * (11) Follow maintenance policies and procedures.

System Support

- * (12) Communicate well with Supervisor.
- * (13) Represent the School Board in an appropriate manner.
- (14) Perform other duties as assigned.

*Essential Performance Responsibilities