



Mobile County PUBLIC SCHOOLS

Job Description Title – MECHANIC

SUPERVISED BY/REPORTS TO: Fleet Manager or Designee

FLSA STATUS: Non-Exempt

POSITION SUMMARY:

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

QUALIFICATIONS:

- Good general health, physical stamina, fitness, and vitality.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Must obtain an Alabama Commercial Driver's License (CDL) within the first six months of employment.
- Personal qualities associated with good human and interpersonal relations.
- Ability to operate electronic and mechanical equipment for detection and repair diagnosis of deadline equipment.
- Through knowledge of the proper repair of automatic and standard transmission, motors, brakes, and wiring systems.
- Must provide own hand tools of the trade.

PREFERRED: A high school graduate from a regionally accredited school, GED equivalent, or completion of an accredited job training program such as: Project SEARCH, Volunteers of America, Alabama Department of Rehabilitation Services, etc. Should possess at hiring an Alabama Driver's License.

KNOWLEDGE

Operational theory and principles of gasoline, diesel, and propane-powered engines.

Ability to read and write and to understand and follow oral and written instructions.

Health and safety regulations.

Mathematical skills – Adds, subtracts, multiplies, and divides in all units of measure, using whole numbers, common fractions, and decimals. Computes rate, ratio, and percent and interprets bar graphs.

Use of a computer and printer. Learns software oriented for the job.

ABILITIES

Perform multiple tasks simultaneously, including handling interruptions.

Work independently or as a team member.

Maintain confidentiality.

Be punctual and in regular attendance.

COMPETENCIES

Dependability – Responds to requests for service and assistance.

Quality – Demonstrates accuracy and thoroughness.

Teamwork – Balances team and individual responsibilities

Quantity – Meets productivity standards.

Safety and Security – Observes local and national safety and security procedures.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Pushing, lifting, and carrying heavy objects; walking or standing for extended periods of time; bending at the waist; kneeling; reaching overhead, above shoulders and horizontally; seeing to observe and perform repairs.
- Physical dexterity and strength necessary to use all hand tools, air tools, floor dolly, and jacks.
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- Strength and agility to lift and carry objects weighing up to 50 pounds and occasionally exert up to 75 pounds of force.
- Specific vision required by this job include close, distance, color, and peripheral vision; depth perception and the ability to adjust focus.

ESSENTIAL FUNCTIONS AND PERFORMANCE RESPONSIBILITIES

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Complete and successfully meet all requirements to pass the Alabama Department of Education School Bus Inspector Certification Test within the first year of employment. Employees must maintain the School Bus Inspector Certification throughout employment in the department as a condition of continuous employment.
2. Analyze malfunctions by removing or dismantling engines and/or parts, using diagnostic testing equipment and applying expertise gained from experience with previous repairs.
3. Adjust and repair brakes, and braking systems. Checks lubricant and water levels and fills or changes them as required.
4. Perform detailed and involved inspections of buses, cars, vans, and other School Board equipment in accordance with described methods, making repairs and adjustments, as necessary.
5. Determine causes of malfunctions in electrical systems and repair or replace parts as necessary.
6. Service buses, trucks, cars, vans and other School Board equipment with tire, motor, or mechanical problems, to include towing when necessary with proper driver's license.
7. Perform all duties that may require extensive physical effort such as climbing, lifting, and pulling.
8. Rebuild and replace gasoline and diesel engines, clutch assemblies, transmissions and rear axles.
9. Performs routine maintenance on vehicles such as tire rotation and balancing, changing oil and filters, checking, and filling fluids, washing and steam cleaning.
10. Responds promptly to call outs in emergency situations.
11. Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.

12. Attends and successfully completes all training activities as required to improve ability and knowledge in performance of work duties. Review current developments, literature and technical sources of information related to job responsibilities.
13. Supports the districts vision, mission, goals, and strategic goals. Engages in civility, respect, and professionalism.
14. Performs other such duties and assignments as made by the Fleet Manager or his/her designee.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Vehicle and equipment repair shop environment; driving a vehicle to conduct work; emergency call-out.
- Subject to noise and fumes from equipment operation; exposure to fumes and vapors; working in a cramped or restrictive work chamber; working around and with machinery having moving parts.
- Seasonal heat and cold or adverse weather conditions.
- Must be able to multi-task. Must be able to work under pressure and able to prioritize tasks.
- Works with cleaning chemicals, wears eye protection, works near moving mechanical parts, exposure to electrical shock and working in high exposed places.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Fleet Manager or his/her designee.

TERMS OF EMPLOYMENT

12-month (260 days); 40-hour workweek. Work hours are generally 7:00 to 4 p.m. but may change by the Fleet Manager or their designee and is subject to change. Salary is according to the board approved Salary Schedule for this position.

May be required to work other than regularly scheduled work hours.

At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.