

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

VEHICLE MECHANIC II

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Training or experience in automotive mechanics, preferably heavy trucks and equipment.
- (3) Computer knowledge related to motor diagnosis.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adjustment and repair of a wide variety of vehicles. Ability to diagnose common defects of motors and use shop tools. Ability to keep records of repair and service and to make reports. Ability to follow oral and written instruction. Basic knowledge of computer diagnoses procedure

REPORTS TO:

Supervisor / Coordinator, Vehicle Services

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| JOB GOAL |
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| <p>To maintain a safe and economical fleet of vehicles in a cost-effective and efficient manner.</p> |
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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 II (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Provide safety inspections on all School Board vehicles.
- * (2) Perform repairs and maintenance on vehicles as specified on work orders.
- * (3) Provide diagnosis and repair on reported problems.
- * (4) Provide preventive maintenance on vehicles as an ongoing plan.
- * (5) Repair and overhaul brakes, transmissions, differentials, front and rear axle assemblies and hydraulics.
- * (6) Perform emergency road repairs and test-drive vehicles to ensure they are in safe operating condition.
- * (7) Maintain tools and equipment in good working order.

Employee Qualities / Responsibilities

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

System Support

- * (13) Communicate well with Supervisor.
- * (14) Represent the School Board in a positive manner.
- (15) Perform other duties as assigned.

*Essential Performance Responsibilities