

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MECHANIC'S ASSISTANT

SALARY SCHEDULE: SSP8

COST CENTER: TRANSPORTATION SERVICES (9030)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid state of Florida Commercial Driver's License (CDL) with Class B Endorsement.
- (3) [Possess own tool chest and tools required to perform assigned work.]
Two (2) years of mechanical experience repairing cars/trucks in the last five (5) years.
- (4) Able to mount, balance, and install bus tires.
- (5) Ability to use a computer for diagnostic repair purposes

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of standard methods, practices, tools and equipment of the trade. Knowledge of the occupational hazards and safety precautions of the trade. Ability to read and interpret [shop] digital and technical manuals related to assignments. Ability to organize and prioritize activities. Ability to work effectively as part of a team. Ability to communicate effectively both orally and in writing. Ability to take directions from shop administrator and mechanics.

REPORTS TO:

Supervisor, Transportation

JOB GOAL

To assist in maintaining a safe and economical fleet in order to provide efficient transportation services for the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist with scheduled vehicle inspections as required.
- * (2) Assist with general and major repairs to buses and other equipment as assigned.
- * (3) Assist with upholstery repair as needed.
- * (4) Operate standard testing machines and equipment as directed.
- * (5) Dispatch emergency vehicles as required.
- * (6) Maintain garage area and grounds in a clean and orderly condition.
- * (7) Prepare all required reports and maintain all appropriate records.
- * (8) Exhibit support for the District's vision, mission, goals and objectives.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
- *(10) Provide for a safe and secure workplace.
- *(11) Model and maintain high ethical standards.
- *(12) Follow attendance, punctuality and proper dress rules.
- *(13) Maintain confidentiality regarding school matters.
- *(14) Maintain positive relationships with staff and vendors.
- *(15) Participate in workshops and training sessions as required.
- *(16) Communicate effectively with staff and vendors.

MECHANIC'S ASSISTANT (Continued)

- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Respond to inquiries and concerns in a timely manner.
- *(19) Follow all School Board policies, rules and regulations.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: [Exerting] Lifting up to [100] 125 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

*Essential Performance Responsibilities