



REVISED: 01/24/2024
 Submitted: 01/23/2024

JOB TITLE:	MECHANIC A
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8796
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be willing to participate in a continuing educational development program in upgrading technical skills. Makes extensive and skillful repairs to all mechanical devices/parts of vehicles.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains daily work schedule and accurate records on assigned vehicles
- Processes work orders for parts used on vehicles
- Repairs heating, venting, air conditioning and electrical systems on all vehicles
- Diagnoses, repairs and/or replaces all diesel internal combustion engines
- Repairs interior and/or exterior of vehicles as needed
- Repairs all frames (chassis), transmissions, axles, wheels, brakes and clutch assemblies
- Repairs and/or replaces the power plant and maintains the engine lubrication system
- Repairs and/or replaces exhaust and fuel systems
- Substitutes for another mechanic and makes service runs when necessary
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Working knowledge of gas and diesel buses, trucks and cars
- Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification. Good for the life of employment, no need to retest

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment

Ability to work with people in a positive manner

Experience in a diverse workplace