
TITLE: Mechanic (Non-Certified)

QUALIFICATIONS:

1. High school diploma or GED
2. 3 years experience as a mechanic preferred

REPORTS TO: Transportation Supervisor

JOB GOAL: Maintains the safety of vehicles by performing skilled duties in the maintenance and repairs of automotive and related equipment.

JOB DUTIES:

1. Proficient in diagnosing problems, and repairing of district automotive equipment.
2. Maintain a current inventory of supplies and equipment.
3. Establish an efficient and effective system of routine automotive maintenance and preventive care.
4. Maintain a system for the receipt and use of parts and supplies and the keeping of records and inventories.
5. Promote high standards of safety and good housekeeping methods in all work connected areas.
6. Remove, repair, reassemble, and replace transmissions, clutches, fuel pumps, starter, and generators, in addition to all parts contained in the motor block transmission or other assemblies.
7. Balance wheels, reline brakes, set points, and replace brake shoes and drums, shock absorbers, king pin bushings, and related parts or mechanisms, repairs seats and provides maintenance.
8. Use such instruments as machines and tools, a timing light, tachometer tester, sander, volt, and ampere meter tester.
9. Perform assigned duties relative to building and equipment maintenance including proper care and storage of tools, equipment, and weekly cleaning of shop and office.
10. Perform related work as required.
11. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
12. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
13. Perform other duties as may be assigned.

