

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Equipment Mechanic	Job Code: 81037
Job Classification:	18 Service Workers	EEO Line: 53
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 8
Reports to:	Maintenance Department Director	Salary Locator: Classified Schedule

SUMMARY: Under direct supervision, the Equipment Mechanic diagnoses and repairs more difficult and challenging mechanical defects utilizing modernized tools and test equipment.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Valid Florida Commercial Driver's License (CDL), Class A with passenger endorsement
- 3) Experience in equipment repair
- 4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Skills in the repair of various lawn equipment, tractors, and floor equipment
- (5) Have working knowledge of electrical systems. Ability to troubleshoot problems.

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities.
- (4) Performs more challenging mechanical repairs using diagnostic and test equipment under direct supervision.
- (5) Reads and interprets technical manuals, schematics or other trade-related instructional materials necessary to make repairs in compliance with technical specifications.
- (6) Adheres to safe work practices and wears and utilizes appropriate personal protective equipment and safety devices.
- (7) Operates vehicles in a safe and responsible manner, including keeping vehicles and equipment and work areas clean and orderly.
- (8) Maintains the required tools to repair district-owned equipment
- (9) Maintains current knowledge of computer technology as applicable to functional responsibilities.
- (10) Disassembles, repairs/rebuilds and reassembles machines, components, engines, hydraulic and pneumatic equipment and electrical apparatus.
- (11) Fabricates parts using welders, grinders, drill presses and other equipment.
- (12) Responsible for keeping up to date on current technologies being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (13) Perform all other non-instructional duties as requested by department director

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 7, 2016