

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Mechanic's Helper</b>	<b>Job Code: 78025</b>
<b>Job Classification:</b>	<b>18 Service Workers</b>	<b>EEO Line: 54</b>
<b>Job Class Category:</b>	<b>Educational Support Personnel</b>	<b>Job Description Supplement Code: 8</b>
<b>Reports to:</b>	<b>Coordinator, Vehicle Services</b>	<b>Salary Locator: Classified Schedule</b>

### PCSD Job: Mechanic II

#### SUMMARY:

This is an entry-level position under general supervision by the Coordinator, Vehicle Services, to perform unskilled or semi-skilled repair work to school buses or other district vehicles; and to do other related work as may be required.

#### QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Experience in preventive maintenance and repair of motorized vehicles
- 3) Have knowledge and understanding of safety information technical and professional manuals
- 4) Requires valid Florida Commercial Driver's License with passenger, air brake and school bus endorsement to be obtained within one year and maintain possession of such license during the course of employment
- 5) Valid Florida Driver's License and acceptable driving record
- 6) 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 do semi-skilled work in servicing automotive equipment, detect items needing repair and be able to repair, or refer to a more skilled mechanic if needed
- (4) Estimate time and materials needed
- (5) Add, subtract, multiply, and divide in all units, using whole numbers, common fractions, and decimals
- (6) Requires the ability to perform vehicle maintenance duties including lubrication of automobiles, buses, trucks, tractors, mowers, and other equipment
- (7) Requires the ability to operate a variety of vehicle maintenance tools and equipment skillfully and safely
- (8) Perform repetitive tasks and manage multiple tasks
- (9) Respond appropriately to directions and changes
- (10) Read and apply instruction, and order correct parts and supplies as needed
- (11) Must have good communication skills in order to interact with individuals in own work group and other District staff to maintain harmonious work relationships.
- (12) Working knowledge of the occupational hazards and safety precautions of the trade.
- (13) Ability to utilize technology

#### 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) Perform a variety of minor repairs and adjustments to the District vehicles independently or under direct supervision, following standardized procedures.
- (4) Inspect or rotate tires
- (5) Repair and/or replace loose flooring
- (6) Do seat upholstery repair, repair or replace seat foam
- (7) Repair broken and cracked seat frames
- (8) Secure all seat frames to floor and sides of bus

- (9) Secure all seat cushions and back to seat frames
- (10) Replace missing bus interior screws and bolts
- (11) Check and tighten loose screws
- (12) Repair and/or replace window latches
- (13) Replace chipped or cracked windows
- (14) Seal openings from engine to interior of bus
- (15) Daily check of diesel and gas fuel levels and file a report
- (16) Jump start buses when needed
- (17) Assist mechanics to maintain buses to qualify for safety inspections
- (18) Assist in repairing and changing tires for cars and buses
- (19) Fuel buses and maintain oil levels, water levels, etc.
- (20) Assist with parts and tools inventory and corresponding computer input.
- (21) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (22) Perform all other non-instructional duties as assigned 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.

Physical Demands: Walk, stand, stoop, squat, kneel, bend, climb, reach (continuously); push, pull and twist (occasionally); lift up to 25 pounds alone, to 100 pounds with assistance (occasionally); grasp and manipulate tools/equipment (continuously); use seeing, hearing and speaking.

Working Conditions: Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; fumes or airborne particles; toxic or caustic chemicals' extreme heat (non-weather); vibration; outdoor weather conditions; loud noise (example; bus engines) and possible exposure to dust, wind, and sun.

**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:**

Adopted: February 2004

Amended: August 2, 2016