

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

MECHANIC'S HELPER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Experience as a vehicle mechanic, including work experience on heavy trucks (gasoline and diesel).
- (3) Valid Florida Commercial Driver's License (CDL), Class B, with good driving record, with Passenger and School Bus Endorsements within ninety (90) days of employment.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability to assist in the maintenance of gasoline and diesel-driven automotive and other school board equipment. Knowledge of the tools of the trade. Knowledge of the occupational hazards and safety precautions of the trade. Ability to follow oral and written instructions. Ability to read and interpret manuals related to the trade. Requires 40 hour bus operator training.

REPORTS TO:

Supervisor of Transportation

JOB GOAL

To assist in the maintenance of a fleet of vehicles in a cost effective and efficient manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Assists in servicing buses in accordance with state requirements.
- *(2) Fuels buses and other automotive equipment.
- *(3) Services vehicles with oil and other appropriate lubricants.
- *(4) Services windshield wipers on automotive equipment.
- *(5) Changes and repairs tires on school buses and other automotive equipment.
- *(6) Responds to road calls as needed.
- *(7) Washes and cleans school buses and other automotive equipment.
- *(8) Maintains clean bus garage shop area.
- *(9) Operates vehicles in a safe and lawful manner.
- *(10) Drives bus route or shuttle routes with students as needed.
- *(11) Maintains tools and equipment in good working order.
- *(12) Inspects engine oil level and belts and checks for fuel leaks on a regular basis.
- *(13) Demonstrates initiative in the performance of assigned responsibilities.

Mechanic's Helper - Continued

Employee Qualities/Responsibilities

- *(14) Meet and deal effectively with staff members and other contact persons using tact and good judgment.
- *(15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(16) Ensure adherence to good safety standards.
- *(17) Maintain confidentiality regarding school/workplace matters.
- *(18) Model and maintain high ethical standards.
- *(19) Maintain knowledge and skills in assigned area to fulfill position goals and objectives.
- *(20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(21) Exercise service orientation when working with others.
- *(22) Keep supervisor informed of potential problems or unusual events.
- *(23) Use effective, positive interpersonal communication skills.
- *(24) Respond to inquiries and concerns in a timely manner.

System Support

- *(25) Exhibit interpersonal skills to work as an effective team member.
- *(26) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(27) Demonstrate support for the school district and its goals and priorities.
- *(28) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(29) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

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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.

Board approved: May 8, 2012