

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MECHANIC, Vehicle

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- One year of experience as a mechanic, preferably on large vehicles.
- Valid Florida Commercial Driver License (CDL) Class B with Passenger Endorsement at time of employment or within two (2) months from the date of employment. Possession of a Class A CDL with Passenger Endorsement is preferred. A Class A CDL with Passenger Endorsement must be obtained within six months from the date of employment.
- An acceptable driving record through the State Department of Motor Vehicles.
- Certification as a State Certified Bus Inspector is preferred but not required. Certification must be obtained within one year from the date of employment.

KNOWLEDGE, SKILLS, ABILITIES

- Experience in the use of a two-way radio.

SUPERVISION

REPORTS TO Supervisor of Fleet Services and Garage Operations
SUPERVISES No supervisory duties

POSITION GOAL

To repair and maintain school buses, trucks, equipment, and vehicles of the Seminole County Public Schools.

PERFORMANCE RESPONSIBILITIES

1. *Perform repairs and maintenance on vehicles as instructed on the Work Orders assigned by the Garage Manager.
2. *Report to the Supervisor of Fleet Services and Garage Operations any necessary repairs not listed on the work order.
3. *Perform monthly safety inspections on school buses, emphasizing vehicle safety.
4. *A general knowledge of hydraulic and air brake systems, steering systems, electrical systems, transmission and differential systems
5. *Attend assigned workshops and training programs
6. *Submit to Drug and/or Alcohol Testing when required by School Board, State, and/or Federal policy.
7. Perform other duties as assigned by the Supervisor of Fleet Services and Garage Operations.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Designated equipment and materials

MECHANIC, Vehicle, Page 2

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 constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Crawling Moving about on hands and knees or hands and feet.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Cold The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Hazards The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.
Atmospheric Conditions The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.
Oils The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

| |
|----------------------------|
| TERMS OF EMPLOYMENT |
|----------------------------|

PAY GRADE

J-02 \$34,401 - \$61,091
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40
Annual Hours 2064

POSITION CODES

PeopleSoft Position TBA
Personnel Category 17
EEO-5 Line 53
Function 7800
Job Code 1925
Survey Code 78024

FLSA

Applicable
 Not applicable

Previous Board Approval

ADA Information Provided by Julie Murphy
Position Description Prepared by Julie Murphy

BOARD APPROVED

May 9, 2017
November 21, 2006
November 18, 2003
April 12, 1994