



EMPLOYEE NAME: \_\_\_\_\_

Revised: 8/86; 4/88; 4/89; 3/92; 9/92; 3/93; 5/93; 6/93;  
11/94; 6/95; 10/96; 1/98; 9/07; 10/12; 6/18; 2/19

### JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Mechanic II, Vehicle  | <b>JOB CODE:</b> 456E                     |
| <b>DIVISION:</b> Operational Support   | <b>SALARY SCHEDULE:</b> Classified Hourly |
| <b>DEPARTMENT:</b> Fleet Maintenance   | <b>WORK DAYS:</b> 258                     |
| <b>REPORTS TO:</b> Supervisor, Bus Shop  | <b>PAY GRADE:</b> Rank E (NW05)           |
| <b>FLSA:</b> Non-Exempt  | <b>PAY FREQUENCY:</b> Bi-Weekly           |
| <b>PRIMARY FUNCTION:</b> Performs complex and difficult diagnostic mechanical repairs on a variety of cars, trucks, buses and related equipment. |   |

**REQUIREMENTS:**

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| 1. | Educational Level: High School Diploma or GED required   |
| 2. | Certification/License Required: Valid Georgia Driver’s License and safe driving record; must be able to obtain a valid Georgia Class B Commercial Driver’s License within 60 days/2 months of start date; must have passed at least one ASE School Bus Certification Test. |
| 3. | Experience: Minimum 2 years of experience as Mechanic I  |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a maximum of 75 pounds   |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; mechanical; computer literate  |

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

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| 1.  | Demonstrates prompt and regular attendance.  |
| 2.  | Inspects, maintains and repairs System’s fleet vehicles.   |
| 3.  | Diagnoses vehicle problems and evaluates components and failures.  |
| 4.  | Utilizes a wide variety of test equipment, standard tools, specialty tools and reference manuals.  |
| 5.  | Operates miscellaneous shop and welding equipment in completing necessary repairs.   |
| 6.  | Conducts visual inspections of vehicles to determine source of mechanical problems.  |
| 7.  | Completes paperwork for preventive maintenance records, inspection reports, repair orders and labor sheets.                                    |
| 8.  | Provides mechanical advice to other mechanics.   |
| 9.  | Answers emergency road service calls and repairs on-site or tows defective equipment, up to 10,000 pounds, to maintenance facility for repair. |
| 10. | Maintains a clean and safe working area.   |
| 11. | Completes repairs within an acceptable time frame when compared to appropriate available flat repair manuals.                                  |
| 12. | Performs other duties as assigned by appropriate administrator.  |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_