



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; 2/17; 6/18; 2/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Mechanic I, Vehicle	<b>JOB CODE:</b> 456F
<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 F (NW06)
<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:

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
3.	Experience: Minimum 2 years mechanical experience or completion of Automotive Tech degree from Accredited College or Trade School
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:

1.	Demonstrates prompt and regular attendance.
2.	Inspects, maintains and repairs System's fleet vehicles.
3.	Utilizes a wide variety of test equipment, standard tools, specialty tools and reference manuals.
4.	Completes paperwork for preventive maintenance records, inspection reports, repair orders and labor sheets.
5.	Performs preventive maintenance and repair work on system's fleet vehicles and maintenance equipment.
6.	Provides mechanical advice to mechanic helpers.
7.	Maintains a clean and safe working area.
8.	Conducts road tests on vehicles.
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.	Completes repairs within an acceptable time frame when compared to appropriate available flat repair manuals.
11.	Performs other duties as assigned by appropriate administrator.

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

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