



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; 11/24

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Mechanic II, Vehicle	<b>JOB CODE:</b> 462C
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Classified Hourly
<b>DEPARTMENT:</b> Fleet Maintenance	<b>WORK DAYS:</b> Annual Operational
<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.	
<b>REVISION DATE(S):</b> 11/24	

#### REQUIREMENTS:

1.	Educational Level: High School Diploma or High School Equivalency 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:

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 \_\_\_\_\_