

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

MECHANIC TECHNICIAN III

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Hold a valid Class A Commercial Driver's License (CDL) with passenger (P) and school bus (S) endorsements or agree to obtain such license within a twelve (12) month period.
3. Minimum of five (5) years successful experience in automotive service and repair.
4. Certified School Bus Inspector, as defined by Florida Administrative Code 6A-3.0171(8)(d).
5. Florida Association for Pupil Transportation (FAPT) Master Repair Certification required.
6. Master Mechanic ASE Certification.
7. Possess Air Conditioning Systems & Controls Certification (ASE-S7).
8. Possess tool inventory appropriate to the position's job responsibilities.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of maintenance and repair of a wide variety of vehicles. Ability to diagnose common defects of vehicles. Ability to read and understand technical and professional manuals. Knowledge of electronic air conditioning equipment. Knowledge of computerized electronic test equipment and diagnostic software. Ability to use and care for shop tools and equipment. Ability to keep records of repair and service and create reports. Ability to follow oral and written instruction. Basic knowledge of computer diagnostic procedures. Demonstrated aptitude for leadership role in guiding and overseeing work activities of entry and journey-level staff. Demonstrated ability to work with diverse groups, and effectively communicate, orally and in writing.

REPORTS TO: Coordinator of Transportation or Bus Shop Supervisor

SUPERVISES: None

POSITION GOALS

To maintain a fleet of safe, operational school buses and support vehicles in a cost effective and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Diagnose and repair more difficult and challenging vehicle and mechanical defects utilizing updated diagnostic technology and modernized tools and test equipment.
2. Perform preventive maintenance inspections, services and mechanical repairs on district-owned or leased vehicles; maintains preventive maintenance schedules.
3. Disassemble, repair/rebuild and reassemble machines, components, engines, hydraulic and pneumatic equipment and electrical apparatus.
4. Read and interpret technical manuals, schematics or other trade-related instructional materials necessary to make repairs in compliance with technical specifications.
5. Fabricate parts using welders, grinders, drill presses and other equipment.
6. Adhere to safe work practices and wears and utilizes appropriate personal protective equipment and safety devices.
7. Operate vehicles in a safe and responsible manner, including keeping vehicles and equipment and work areas clean and orderly.
8. Prepare and complete parts, repair and material orders, inspection forms and other records as required.
9. Participate in technical training programs and assist in training coworkers and other district employees as required.
10. Maintain the required tools to repair district-owned and leased vehicles.
11. Assist school district personnel as assigned.
12. Use computer to test, diagnose, repair and reprogram computerized electronic equipment on buses and vehicles.
13. Maintain current knowledge of computer technology as applicable to functional responsibilities.
14. Perform emergency road repairs and transport vehicles and equipment back to the Transportation Department that require further repair or have been involved in an accident.
15. Inspect school buses in accordance with DOE guidelines and requirements.
16. Repair and maintain air conditioning equipment on school buses and district vehicles.
17. Perform other duties as assigned by the designated supervisor.

TERMS OF EMPLOYMENT: 12 months, 8 hours per day, 5 days per week. Performance may include work outside normal business hours. Salary to be based on the Board adopted non-instructional salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 1