

# SCHOOL DISTRICT OF LAFAYETTE COUNTY

## HEAD MECHANIC

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Experience in the repair and maintenance of vehicles.
- (3) Valid state certification for bus safety inspections.
- (4) Valid Florida Commercial Driver's License (CDL), Class B with passenger endorsement, within ninety (90) days of employment.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adjustment and minor repair of a wide variety of vehicles. Ability to clean and service vehicles. Ability to use and care for shop tools and equipment. Ability to keep records of repairs and service and to make reports. Ability to understand and follow oral and written instructions. Basic knowledge of computer diagnosis procedure. Ability to work cooperatively with fellow employees. Ability to diagnose common vehicle defects. Ability to plan, assign, inspect and supervise the work of skilled and semi-skilled employees engaged in servicing, repairing and maintaining automobiles. Ability to coordinate and supervise a vehicle servicing program. Ability to establish and maintain effective working relations with employees, other departments and the public. Ability to plan, organize and set priorities. Ability to communicate effectively orally and in writing. Ability to assist in conducting accident investigations.

#### REPORTS TO:

Director

#### JOB GOAL

To assure that district vehicles are maintained in a safe and efficient manner.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Supervise assigned personnel.
- \* (2) Develop and implement vehicle maintenance schedules and inspection schedules.
- \* (3) Ensure that all buses are inspected and maintained in accordance with Department of Education (DOE) guidelines and that proper repairs are made.
- \* (4) Ensure that garage and parts facilities are properly staffed, equipped and maintained.
- \* (5) Assist the director in making decisions for ordering new school buses and disposing of old buses.
- \* (6) Communicate and coordinate vehicle maintenance needs of the support vehicles (white fleet) with all other departments.
- \* (7) Assist Safety Officer and director by responding to vehicle accidents, determining damages and gathering information for Risk Management department.

## HEAD MECHANIC (Continued)

- \* (8) Arrange proper repairs with outside vendors for work the Transportation Department is not equipped to do.
- \* (9) Perform regular inspection on buses in accordance with state guidelines.
- \* (10) Assist mechanics in maintaining buses and other vehicles in the fleet for safe operation with preventive maintenance, care and service.
- \* (11) Provide general service work for vehicles.
- \* (12) Provide for preventive maintenance of vehicles as an ongoing plan.
- \* (13) Inspect district vehicles to recommend corrective action as needed.
- \* (14) Perform minor repairs to vehicles as assigned.
- \* (15) Maintain tools and equipment in good working order.
- \* (16) Maintain garage and follow sound safety practices.
- \* (17) Perform emergency road repairs and test-drive vehicles to ensure they are in safe operating condition.
- \* (18) Procure and inventory parts, equipment, tools and materials in accordance with prescribed procedures as directed.
- \* (19) Maintain vehicle replacement data.

### Employee Qualities/Responsibilities

- \* (20) Communicate effectively with staff members, supervisors, administrators and other contact persons using tact and good judgment.
- \* (21) Meet and deal effectively with local governmental agencies, general public, staff members, administrators and other contact persons using tact and good judgment.
- \* (22) Follow attendance, punctuality and proper dress rules.
- \* (23) Ensure adherence to good safety standards.
- \* (24) Maintain confidentiality regarding school/workplace matters.
- \* (25) Model and maintain high ethical standards.
- \* (26) Demonstrate initiative in the performance of assigned responsibilities.
- \* (27) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### Inter/Intra-Agency Communication and Delivery

- \* (29) Keep supervisor informed of potential problems or unusual events.
- \* (30) Respond to inquiries and concerns in a timely manner.
- \* (31) Serve on school/district committees and attend state-level meetings as required or appropriate.

### System Support

- \* (32) Exhibit interpersonal skills to work as an effective member.
- \* (33) Demonstrate support for the school district and its goals and priorities.
- \* (34) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (35) Prepare all required reports and maintain all appropriate records.
- \* (36) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## PHYSICAL REQUIREMENTS:

**HEAD MECHANIC (Continued)**

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 as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

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