

## SCHOOL DISTRICT OF ALACHUA COUNTY

### SPECIALIST -- VEHICLE SERVICE

#### JOB DESCRIPTION

**FLSA:** Non-Exempt      **BARGAINING UNIT ELIGIBILITY:** Yes  
**PAY GRADE:** 24      **SALARY SCHEDULE:** Education Support Professionals

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Valid Florida Driver's License, must obtain a Class A Commercial Driver's License (CDL) within 90 days of employment in this position.
- (3) Minimum of five (5) years experience as mechanic at the journeyman level. Experience in inspecting and maintaining vehicles, preferred.
- (4) Must obtain State certification for bus safety inspections within twelve (12) months after employment in this position.
- (5) Possess a personal set of hand tools necessary to complete performance responsibilities.

#### 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 follow oral and written instructions. Basic knowledge of computer diagnosis procedure. Skill in use of computer applications. Ability to diagnose common vehicle defects. Ability to operate a motor vehicle. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with District and department staff and administrators.

#### REPORTS TO:

Manager -- Transportation Maintenance

#### JOB GOAL

To perform safety inspections and assist in the maintenance and repair of District vehicles.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Perform regular inspection on buses in accordance with state guidelines.
- \*(2) Assist mechanics in maintaining buses and other vehicles in the fleet for safe operation with preventive maintenance, care and service.
- \*(3) Provide general service work for vehicles.
- \*(4) Provide preventive maintenance of vehicles as an ongoing plan.
- \*(5) Inspect district vehicles to recommend corrective action as needed.
- \*(6) Perform minor repairs to vehicles as assigned.

## SPECIALIST -- VEHICLE SERVICE (Continued)

- \* (7) Maintain tools and equipment in good working order.
- \* (8) Maintain garage and follow sound safety practices.
- \* (9) Perform emergency road repairs and test-drive vehicles to ensure they are in safe operating condition.
- \* (10) Procure and inventory parts, equipment, tools and materials in accordance with prescribed procedures as directed.
- \* (11) Maintain daily vehicle logs.
- \* (12) Serve on school/district committees as required or appropriate.
- \* (13) Adhere to applicable safety standards.
- \* (14) Attend all staff meetings and workshops.
- \* (15) Assist with maintaining a clean and orderly environment.
- \* (16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (17) Communicate effectively with the public, staff members, parents, students, supervisors, administrators and other contact persons using tact and good judgment.
- \* (18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (19) Demonstrate initiative in the performance of assigned responsibilities.
- \* (20) Demonstrate support for the school district and its goals and priorities.
- \* (21) Exhibit interpersonal skills to work as an effective member.
- \* (22) Follow attendance, punctuality and proper dress rules.
- \* (23) Maintain confidentiality regarding school/workplace matters.
- \* (24) Maintain expertise in assigned area.
- \* (25) Manage time efficiently.
- \* (26) Model and maintain high ethical standards.
- \* (27) Participate in cross-training activities as required.
- \* (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (29) Prepare all required reports and maintain updated and accurate records.
- \* (30) Represent the District in a positive and professional manner.
- \* (31) Respond to inquiries and concerns in a timely manner.
- (32) Perform other duties as assigned.
- \* (33) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

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.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

## **SPECIALIST -- VEHICLE SERVICE (Continued)**

### **EVALUATION:**

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

### **Job Description Addendum No. 01**

Adopted 8/2/11