

## GRANT PARISH SCHOOL BOARD

### Job Description

**TITLE:** *Mechanic*

**QUALIFICATIONS:** High School Diploma or GED preferred; ability to follow written, oral instructions and schedules; ability to work well with others; knowledge of standard practices, methods, tools and equipment pertaining to the repair and maintenance of all gasoline, alternative fuel and diesel powered equipment and vehicles owned by the school district. Must possess a valid commercial driver's license, and complete an annual physical using the same form as bus drivers.

**REPORTS TO:** Fleet Maintenance Coordinator/Transportation Manager

**JOB GOAL:** Plan, schedule, repair and perform preventative maintenance on the Grant Parish School Board transportation fleet as needed; ensure the availability of vehicles and that they are in a safe operating condition; complete documentation of repairs to meet Grant Parish School Board, state and federal requirements

**SUPERVISES:** None

**ACCOUNTABILITY:** Performance evaluation annually

**SALARY:** Mechanic Salary Schedule

**TERMS OF EMPLOYMENT:** 12 - Month

#### PERFORMANCE RESPONSIBILITIES:

- Assists in a program of preventive maintenance for all vehicles owned by the school district.
- Keep accurate parts and labor records on each vehicle being repaired and submit statements upon completion of work on each piece of equipment or vehicle..
- Adjust and repair all gasoline, alternative fuel, and diesel powered equipment and vehicles owned by the school district..
- Assists in keeping all work areas in a clean and safe condition .
- Responds to calls during regular working hours and non-working hours when necessary and makes emergency repairs either in the shop or on the road.

- Performs such skilled tasks, including but not limited to, rewiring ignition systems, timing adjustments, carburetor repairs and adjustments, wheel alignments, motor overhauls, repairs and adjustments, rear end and drive train repairs, brake system repairs and adjustments, etc.
- Performs Department of Motor Vehicle inspections semi-annually; completes the related recordkeeping.
- Performs tasks as may be assigned by the Fleet Maintenance Coordinator/Transportation Manager.

### **PROFESSIONAL RESPONSIBILITIES:**

- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately within deadlines without supervision.
- Perform job responsibilities consistently; use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed..

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain*

*actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date