

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### MECHANIC (LEADMAN)

**SALARY SCHEDULE:** SSP11 + lead %

**COST CENTER:** TRANSPORTATION SERVICES (9030)

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years successful heavy mechanical experience.
- (3) Possess a valid ASE Certification.
- (4) Possess/obtain a valid state of Florida Commercial Driver's License (CDL) with Class B endorsement.
- (5) Possess own tool chest and tools required to perform assigned work.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of standard methods, practices, tools and equipment of the trade. Knowledge of the occupational hazards and safety precautions of the trade. Ability to read and interpret shop and technical manuals related to assignments. Ability to organize and prioritize activities. Ability to work effectively as part of a team. Ability to communicate effectively both orally and in writing.

**REPORTS TO:**

Supervisor, Transportation

#### JOB GOAL

To assist in maintaining a safe and economical fleet in order to provide efficient transportation services for the District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Schedule the general and major repairs for all assigned vehicles.
- \* (2) Perform on-call emergency roadside repairs as needed.
- \* (3) Maintain an inventory of materials and supplies needed for repairs.
- \* (4) Perform safety inspections on vehicles as required.
- \* (5) Maintain work area in a safe and orderly condition.
- \* (6) Operate standard testing machines and equipment as required.
- \* (7) Prepare all required reports and maintain all appropriate records.
- \* (8) Exhibit support for the District's vision, mission, goals and objectives.
- \* (9) Demonstrate initiative in the performance of assigned responsibilities.
- \* (10) Provide for a safe and secure workplace.
- \* (11) Model and maintain high ethical standards.
- \* (12) Follow attendance, punctuality and proper dress rules.
- \* (13) Maintain confidentiality regarding school matters.
- \* (14) Maintain positive relationships with staff and vendors.
- \* (15) Participate in workshops and training sessions as required.
- \* (16) Communicate effectively with staff and vendors.
- \* (17) Keep supervisor informed of potential problems or unusual events.

## **MECHANIC (LEADMAN) (Continued)**

- \*(18) Respond to inquiries and concerns in a timely manner.
- \*(19) Follow all School Board policies, rules and regulations.
- \*(20) Exhibit interpersonal skills to work as an effective team member.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

### **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 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.

### **Job Description Supplement No. 01**

\*Essential Performance Responsibilities