## **ALBERTVILLE CITY SCHOOLS**

## POSITION DESCRIPTION 5.03

TITLE: Mechanic (Non-Certified)

**QUALIFICATIONS:** 1. High school diploma or GED

2. 3 years experience as a mechanic preferred

**REPORTS TO:** Transportation Supervisor

JOB GOAL: Maintains the safety of vehicles by performing skilled duties in the maintenance

and repairs of automotive and related equipment.

## JOB DUTIES:

1. Proficient in diagnosing problems, and repairing of district automotive equipment.

- 2. Maintain a current inventory of supplies and equipment.
- 3. Establish an efficient and effective system of routine automotive maintenance and preventive care.
- 4. Maintain a system for the receipt and use of parts and supplies and the keeping of records and inventories.
- 5. Promote high standards of safety and good housekeeping methods in all work connected areas.
- 6. Remove, repair, reassemble, and replace transmissions, clutches, fuel pumps, starter, and generators, in addition to all parts contained in the motor block transmission or other assemblies.
- 7. Balance wheels, reline brakes, set points, and replace brake shoes and drums, shock absorbers, king pin bushings, and related parts or mechanisms, repairs seats and provides maintenance.
- 8. Use such instruments as machines and tools, a timing light, tachometer tester, sander, volt, and ampere meter tester.
- 9. Perform assigned duties relative to building and equipment maintenance including proper care and storage of tools, equipment, and weekly cleaning of shop and office.
- 10. Perform related work as required.
- 11. Maintain professional growth and competence through professional development <u>as per Board</u>
  Policy 5.5 Personnel Professional Development
- 12. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 13. Perform other duties as may be assigned.

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## **Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EM	PLOYMENT:	9-Month	☐ 10-Month	11-Month	12-Month		
EXPECTED WORK DAY:		8 Hours					
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience <u>as per policy 5.1.2 – Personnel – Special Requirements for the Position</u>						
EVALUATION:	Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements						
Reviewed and a	agreed to by:	Employee		Date			
☐ Principal/Progra	m Coordinator	_	☐ Human Resou	Irce			

