

## SUMTER COUNTY SCHOOL BOARD - JOB DESCRIPTION

<b>TITLE:</b> Mechanic (Fleet and Small Engine)			
<b>CLASSIFICATION:</b> Classified	<b>NEW:</b> Yes	<b>UPDATED:</b>	<b>FLSA STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Senior Chief of Facilities			
<b>JOB GOAL:</b> To maintain a safe and economical fleet of groundskeeping equipment and district owned vehicles in a cost-effective and efficient manner.			
<b>TERMS OF EMPLOYMENT:</b> 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 Board.			
<b>EVALUATION:</b> Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.			

### QUALIFICATIONS:

1. High school diploma or equivalent
2. Possess a valid Florida driver's license
3. At least three (3) years of experience in small engine equipment repair and/or auto service technician
4. Additional or alternative qualifications as the board may find appropriate

### PERFORMANCE RESPONSIBILITIES:

 Essential duties end with an asterisk.

1. Comply with all state and local traffic laws and School Board policies and procedures relative to the safe operation of a vehicle. \*
2. Assist in maintaining a current inventory of supplies and equipment. \*
3. Assist in carrying out an efficient and effective system of routine vehicle and small engine maintenance and preventive care. \*
4. Assist as requested by the Asst. Chief/ Sr. Chief to lay out and inspect the work of the mechanics in the overhaul and repair of district vehicles and equipment. \*
5. Assist in the recruitment, and training of garage mechanics when needed. \*
6. Promote high standards of safety and good housekeeping methods in all work-connected areas. \*
7. Perform twenty (20) day vehicle safety inspections as assigned by Supervisor. \*
8. Participate in training programs offered to increase skill level and proficiency. \*
9. Utilize current technology as appropriate to perform job functions. \*
10. Provide 24-hour emergency support as required. \*
11. Perform other duties that may be assigned by the Supervisor.

### PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; and talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to fifty (50) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually moderate.