



Rockdale County Public Schools Employee Job Description

TITLE: VEHICLE MECHANIC II

Job Information:

Division:	Transportation	Job Code:	462
Department / Office:	Transportation	Pay Grade:	26
Terms of Employment:	Position works 230 Days	Salary Scale:	Classified
Original Adoption Date:	November 2, 2021	Revised Date:	March 22, 2023
FLSA:	Non-Exempt	Location:	Transportation
Retirement:	PSERS		

REPORTS TO: Fleet Director

SUPERVISES: N/A

JOB GOAL:

To perform mechanical repair on school buses, trucks and related equipment, assuring safe operating conditions for all fleet vehicles.

JOB QUALIFICATIONS / REQUIREMENTS:

- High school diploma, or equivalent, preferred.
- Must be Class A mechanic, have some type of A.S.E. certification, and some related experience/training in diesel and gasoline engines, diagnostics, and repairs
- Working knowledge of hydraulic and air brake systems.
- Working knowledge of automatic and manual transmissions.
- Working knowledge of automotive and truck front and rear axle repair, tire repair, and preventive maintenance on all types of vehicles.
- Ability to follow oral and/or written instructions and diagrams.
- Valid Georgia Commercial Driver's license.
- Physical demands - must be able to stand and walk the majority of the day, performing heavy manual labor; lift and carry thirty (30) pounds frequently, and up to one hundred (100) pounds infrequently; push or pull same amounts frequently. Job also requires frequent bending and stooping.

JOB DUTIES:

- Is present at work every day and arrives at assigned time.

- Demonstrates an attitude and demeanor that contributes to an atmosphere of harmony and goodwill in the workplace.
- Interacts in a professional manner with students, staff, and school/district leaders.
- Inspects, tests, evaluates, maintains, and repairs all related vehicles and equipment.
- Performs preventive maintenance on all equipment.
- Responds to emergency road calls and repairs on-site as possible.
- Test drives vehicles after repair.
- Maintains accurate records and reports, such as repair records, inspection reports, and maintenance records.
- Attends approved training sessions, staff development activities, and required meetings.
- Complies with all requirements for mandatory reporting of child abuse, illegal harassment, or any criminal activity for which the employee becomes aware.
- Performs other duties as assigned by supervisor.

EVALUATION: Performance in this position is evaluated in accordance with the personnel policy on classified evaluations.

I have read and understand my job description and duties that I must perform in this job.

Employee Signature:_____

Date:_____

Evaluation Pairing: Yes