

**CLASSIFIED EMPLOYEE  
SHAWNEE MISSION PUBLIC SCHOOLS  
POSITION DESCRIPTION**

**POSITION:** Vehicle & Equipment Mechanic

**DIVISION:** District Operations **DEPARTMENT:** Operations & Maintenance

**DAYS SCHEDULED:** 261 Days

**SALARY SCHEDULE:** Skilled Craft/Technical, Range I

**REPORTS TO: GENERAL MAINTENANCE AND GROUNDS FOREMAN**

**I. GENERAL DESCRIPTION**

Vehicle repair maintenance shop. Performs general repair on all district vehicles, equipment, & trucks. Performs corrective and preventative maintenance from assigned work orders. Maintains PM records and operates computerized PM work order system. Checks vehicles daily for body damage, etc.

**II. EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- A. Performs repair on all district vehicles.
- B. Completes corrective and preventative work orders assigned to craft.
- C. Assists small engine shop and fabrication/welding shop when necessary.
- D. Repair snow plow equipment.
- E. Pick up and deliver mid-size and large size trucks.
- F. Performs other duties as assigned.
- G. Prepare vehicles for snow plow and sanding operations.
- H. Repair tires and perform regular maintenance such as oil changes and lubrication on all types of equipment.

**III. TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS**

- A. Five years experience on medium duty mechanic work.
- B. Certified in Freon recovery.
- C. High School diploma or equivalent.
- D. Must possess valid CDL (Commercial Driver's License) and meet district driving standards annually. See Board Policy EEBA-R for district standards.
- E. Ability to drive heavy-duty trucks licensed up to 36,000 lbs.
- F. Ability to meet physical requirements necessary to safely and effectively perform required duties.
- G. Ability to read and interpret wiring and blueprint schematics.
- H. Ability to plow snow if necessary.
- I. Ability to repair heating and air conditioning in vehicles.
- J. Five years experience in preventative maintenance.
- K. Knowledge of materials, procedures, equipment and tools of related craft.
- L. Ability to operate computerized work order system, data entry and retrieval, track inventories and maintenance records pertaining to preventive maintenance on equipment and vehicles.

In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.