

SCHOOL DISTRICT OF ST. JOHNS COUNTY

MECHANIC HELPER - TRANSPORTATION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School graduate, general education diploma (GED) or equivalent if education is from a country outside of the United States.
- (2) Understanding of gasoline and diesel engine school buses and other vehicles.
- (3) Verification of at least one (1) year experience in vehicle maintenance.
- (4) Hold a valid school bus driver's license issued pursuant to Section 6A-3.15, certifying that the applicant meets all requirements of this section.
- (5) Must be a five (5) year licensed driver and have a valid Commercial Driver's License Class "b" with "P" and "S" endorsements.
- (6) Meet the District's Safe Driver pre-employment driving history requirements to include a screening of the driving record.
- (7) Satisfy physical requirements and pass a physical exam that demonstrates good physical and mental health and able body.
- (8) Must have basic hand tools (standard and metric).
- (9) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of all tools necessary to perform responsibilities to include computer-based diagnostic programs. Ability to communicate with others. Ability follow oral and written directions. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Transportation Department Assistant Foreman

JOB GOAL

To perform assigned activities related to district-wide school buses and other vehicles to assist the District in accomplishment of annual goals and state requirements. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

MECHANIC HELPER - TRANSPORTATION (Continued)

- * (1) Assist performing corrective and preventive maintenance on all assigned school board vehicles.
- * (2) Assist in the repair and replacing of parts as needed through the Transportation Department Foreman.
- * (3) Be on call when scheduled in the event of an emergency due to vehicle breakdown or other emergency.
- * (4) Operate a school bus when required.
- * (5) Demonstrate initiative in the performance of assigned responsibilities.
- * (6) Perform other duties as assigned by immediate supervisor.
- * (7) Submit to random drug testing as required by the District under the Federal Motor Carrier Safety Administration, 49CFR Part382.

Expectations of All Employees

- * (8) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (9) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (10) Ensure adherence to good safety standards.
- * (11) Maintain confidentiality regarding school/workplace matters.
- * (12) Model and maintain high ethical standards.
- * (13) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (14) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- * (17) Exercise service orientation when working with others.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Use effective, positive interpersonal communication skills.
- * (20) Serve on school/district committees as required or appropriate.
- * (21) Respond to concerns, communication attempts, and inquiries in a timely manner.

Professional Growth and Improvement

- * (22) Engage in a continuing improvement of professional skills and knowledge.
- * (23) Attend and participate successfully in meetings, pre-service and training programs offered to increase skills, proficiency and character education related to assignment.
- * (24) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- * (25) Keep supervisor informed of potential problems or unusual events.
- * (26) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (27) Demonstrate support for the school district and its goals and priorities.
- * (28) Represent the District in a positive and professional manner.
- * (29) Prepare all required reports and maintain all appropriate records.
- * (30) Participate in cross-training activities as required.

MECHANIC HELPER - TRANSPORTATION (Continued)

Leadership and Strategic Orientation

- * (31) Set high standards and expectations for self and others.
- * (32) Exhibit interpersonal skills to work as an effective team member.
- * (33) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

A typical day's activities include standing, walking, bending, climbing, stopping, pushing, pulling, lifting, stretching, twisting, reaching, and sitting for limited periods only; normal finger dexterity, visual acuity (with or without corrective glasses), hearing talking, and firm grasping are also required to carry out essential functions.

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.

Classification:

Approved unit compensation plan.

12 month position.

8 hours per day

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE: 78025

Pay Type: 21

Pay Grade: Salary Schedule 11B

FLSA STATUS: Non-exempt

BOARD APPROVED:

REVISED: Pending Board Approval July 2022