

AKRON PUBLIC SCHOOLS

JOB DESCRIPTION

<u>Position:</u>	Automotive Mechanic Helper	<u>Job Code:</u>	260
<u>Time Schedule:</u>	522	<u>Salary Rate or Ratio:</u>	See current "Schedule or Salaries"
<u>Reports to:</u>	Foreman, Garage	<u>Employment Status:</u>	Regular/Full-time
<u>FLSA Status:</u>	Non-Exempt	<u>Retirement Status:</u>	SERS

Description: This is a skilled and semi-skilled repair work on automotive and construction equipment used in Akron Public Schools. An employee in this class is responsible for skilled and semi-skilled repair and preventive maintenance of a wide variety of automotive and construction equipment; including, but not limited to, installing parts, changing tires, cutting and welding, painting equipment, and performing body repair.

Note: The below lists are not ranked in order of importance

Essential Functions:

- Reports to the Foreman in the department which he/she is assigned
- Ensure safety of students
- Assist in evaluating complaints received on equipment and supplies and take appropriate action
- Complete paperwork as required by supervisor
- Promote good safety practices and procedures
- Promote good public relations by personal appearance, attitude and conversation
- Work cooperatively with others
- Exercise considerable independent judgment in carrying out assignments
- Maintain a clean and safe work area
- Assists Painter in mix, blend, and spray automotive paints as needed
- Interact in a positive manner with staff, students and parents
- Make contacts with the public with tact and diplomacy
- Assist in diagnosing and perform skilled and semi-skilled repair and preventive maintenance on automotive equipment
- Assist in performing shielded arc welding and oxyacetylene welding and cutting
- Assist to repair, overhaul, and maintain gasoline and diesel engines, transmissions, differentials, drive trains, brake systems, steering systems, and other major components of a wide variety of automotive and construction equipment
- Assist in installing clutch plates
- Assist in performing service calls for equipment broken in the field
- Assist in fabricating parts as necessary
- Assist in performing engine tune-ups

Other Duties and Responsibilities:

- Assist in taking inventories of stock, keeping accurate records
- Assist in receiving freight from carriers and check shipments against purchase orders
- Assist in answering calls from various departments on delivers
- Perform related duties as assigned by the Garage Foreman and/or Coordinator of Transportation
- Assist with large repairs
- Attend meetings and seminars and staff training and development as required

Qualifications:

- Graduation from an accredited High School or G.E.D.
- A minimum of one year experience at the skilled and/or semi-skilled level in equipment repair work
- Valid State of Ohio Driver's License with less than 6 points
- Must obtain Class A Commercial License with Air Brake, Passenger Endorsement and Manual Transmission within 6 months of hire date

Required Knowledge, Skill, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to listen effectively and actively
- Ability to problem solve
- Ability to work independently
- Ability to read and understand verbal and written instructions, written warnings and labels
- Knowledge of plumbing, electrical, hydraulics, mechanical equipment, computers, lubricants and welding
- Knowledge of the methods, tools and safety of Arc, MIG, and Oxyacetylene welding and cutting
- Knowledge of towing and recovery operations with wrecker and special equipment
- Knowledge of the methods, tools and practices of gasoline and diesel automotive equipment including, preventive maintenance, diagnostic and repair
- Knowledge of occupational hazards and safety precautions of the automotive repair trade
- Knowledge of the methods, tools and practices of automotive constructions equipment repair
- Ability to assist to diagnose and repair defects in automotive and construction equipment

Equipment Operated:

- Telephone
- Computer
- Motor vehicle, truck, tow truck and bus
- Forklift, Back hoe, tractor and skid steer
- Various hand tools
- Tire Machine
- Brake lathe
- Tire balancer
- Hydraulic lift
- Drill press
- Chain hoist
- Motor stand
- Battery charger
- Wheel balancer
- Welding unit

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Frequent operation of a vehicle in inclement weather conditions
- Frequent requirement to travel throughout the district
- Occasional opportunity to work overtime
- Frequent exposure to outdoor weather conditions, (i.e. requirement to work outdoors during all types of weather)
- Frequent exposure to loud noise
- Frequent repetitive hand motion
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Frequent requirement to lift and carry various items up to a maximum of 90 pounds
- Occasional requirement to push and pull items