

POSITION DESCRIPTION

Whiteriver Unified School District

TITLE: *Mechanic*

TERMS OF EMPLOYMENT: *Twelve-month Contract*

SALARY CLASSIFICATION: *Classified*

GENERAL STATEMENT OF RESPONSIBILITIES:

To provide skilled support services to ensure the safe and efficient operation of school district vehicles.

PRINCIPAL DUTIES:

TECHNICAL - MECHANIC

- Repairs and maintains vehicles;
- Maintains vehicle repair and maintenance records;
- Performs routine and preventive vehicle maintenance;
- Maintains vehicle cleanliness;
- Maintains tools, parts, and equipment inventory;
- Notifies the supervisor of all unusual problems and concerns affecting transportation operations;
- Participates in various training sessions to upgrade skills;
- Maintains a clean and safe transportation facility;
- Performs other related tasks as assigned.

DRIVING DUTIES

- Operates district vehicles as needed to return them to service after maintenance or repairs;
- Ensures vehicles are in safe operating condition before returning them to duty;
- Reports any remaining mechanical issues or concerns to the supervisor.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

- High school diploma or equivalent;
- Post high school education and/or training in automotive related field;
- Minimum of Two years' experience;
- Valid Arizona Driver's License *Must submit 5 year driving record;
- Valid Arizona Fingerprint Clearance Card;
- Ability to pass an annual physical;
- Ability to pass a drug test;

Board Approved:

- Successful completion of first aid training.

PHYSICAL REQUIREMENTS:

- Able to lift up to 100 lbs.; no history of back problems;
- May be required to assist students with restricted mobility.

COMMITMENT & DEPENDABILITY

- Willingness to be an integral member of a successful team;
- Dedication to providing the highest level of service;
- Adherence to policies and procedures.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Must plan two to twelve weeks in advance

STRESS MANAGEMENT: Periodic stress due to intermittent time deadlines

PUBLIC CONTACT: Interacts primarily with other employees

RESPONSIBILITY: Must use own initiative and judgment in performing job; responsible for equipment and tools.

EVALUATION PROCEDURE:

In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED:

Director of Facilities & Transportation and/or Supervisor of Facilities & Transportation

SUPERVISION GIVEN: None

Board Approved: