



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Automotive and Truck Mechanic (Journeyperson)
JOB CODE: NN-003
CLASSIFICATION: Non-Exempt
PAY GRADE: N/A
BARGAINING UNIT: FOPE
REPORTS TO: Manager I, Vehicle Maintenance, Supervisor, or designee
Manager, Fleet Services or Designee
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To perform skilled work in the maintenance and repair of all Broward County School Board owned vehicles, ~~in a responsible and accurate manner to maintain~~ ensuring the highest level of safe and operational condition.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Automotive and Truck Mechanic (Journeyperson) shall carry out the performance responsibilities listed below:

- Complete and successfully meet all requirements necessary to pass the Florida Department of Education (DOE) School Bus Inspector Certification Test during the first year of employment in the job assignment. Employees must maintain the DOE School Bus Inspector Certification throughout employment in the Automotive and Truck Mechanic (Journeyperson) classification as a condition of continuous employment.
- Complete and successfully meet all applicable training and testing offered by Broward County Public Schools to acquire a Commercial Driver's License (CDL) class A with a passenger (P) endorsement within the first year of employment. Employees must maintain the CDL class A with a passenger (P) endorsement throughout employment in the Automotive and Truck Mechanic (Journeyperson) classification as a condition of continuous employment.
- ~~review~~ Review work orders involving buses, trucks, cars, vans and other School Board equipment and determine priority of work sequence.
- ~~analyze~~ Analyze malfunctions by removing or dismantling engines and/or parts, ~~by~~ using diagnostic testing equipment and ~~by~~ applying personal skills and knowledge applying expertise gained from experience with previous repairs.
- ~~repair or rebuild~~ Repair or rebuild components of gasoline and diesel automotive systems ~~such as including~~ alternators, carburetors, starters, cylinder heads, steering gears, etc., ~~Utilizing~~ utilizing a variety of testing equipment, grinding machines and hand tools.
- ~~diagnose~~ Diagnose, when applicable, and repair malfunctions in components of heavy equipment such as cranes, bulldozers, graders, portable generators, etc., ~~Requiring~~ requiring the use of gas and electric burning and welding equipment, grinders, drill presses, etc. ~~As~~ as well as regular automotive mechanic's tools and equipment.
- ~~adjust~~ Adjust and repair brakes, and-braking systems.
- ~~align~~ Align front ends of vehicles.
- ~~perform~~ Perform detailed and involved inspections of buses, trucks, cars, vans and other School Board equipment in accordance with prescribed methods, making ~~minor~~ repairs and adjustments, as necessary ~~and initiating orders for major repairs.~~
- ~~determine~~ Determine causes of malfunctions in electrical systems and repair or replace parts, as necessary.
- ~~operate repair and towing vehicles to service~~ Service buses, trucks, cars, vans and other School Board equipment ~~having with~~ tire, motor or mechanical problems, ~~while in use on the road to include towing when necessary with proper driver's license.~~
- ~~perform~~ Perform other services associated with automotive repairs, where applicable, such as: cut to length and prepare high pressure hoses, service and repair vehicle air conditioners, repair public address systems in buses, and verify satisfactory condition after repairs by driving and testing vehicles with proper driver's license.
 - a. ~~cut to length and prepare high pressure hoses.~~
 - b. ~~service and repair vehicle air conditioners.~~
 - c. ~~repair public address systems in buses.~~
 - d. ~~verify satisfactory condition after repairs by driving and testing vehicles with proper driver's license.~~

- ~~operate~~ Operate School Board owned vehicles in a safe manner and assume responsibility for all supplies and equipment on the vehicle while responding to road calls.
- ~~complete~~ Complete all projects in a competent manner and ensure proper recording of time and materials.
- ~~perform~~ Perform all duties that may require extensive physical effort such as climbing, lifting, pulling, etc.
- Practice safety continuously and ensure that a safe working area exists in all areas assigned; ensure staff assigned follow the same established safety practices.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~Participate successfully~~ Participate in the training programs offered to ~~increase~~ enhance the ~~individual's skill~~ individual skills and proficiency related to the ~~assignments~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to ~~job responsibility~~ responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow Federal and State~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by ~~Manager I, Vehicle Maintenance, Supervisor~~ the immediate supervisor, or designee.

REPORTS TO: Manager I, Vehicle Maintenance, Supervisor, or designee

SUPERVISES: No supervisory responsibility

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A minimum of two (2) years, within the last five (5) years, of journeyman-level mechanical experience in the repair and maintenance of motor vehicles in the areas of automotive, bus, truck, or heavy equipment,
OR
Successful course completion in vehicle maintenance and repair from an accredited school,
AND
- ~~Standard~~ A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- Valid Florida Driver's License with acceptable driving record.
- ~~Qualified mechanic with at least six (6), of work experience in a professional setting providing quality service and repair of automotive or heavy duty truck equipment.~~
- ~~Successful completion of a recognized automotive/truck apprenticeship program with four (4) years of work experience in a professional setting providing quality service and repair of automotive or heavy duty truck equipment.~~
- ~~Must pass the Florida DOE School Bus Inspector certification test during the first year of employment in the job assignment.~~
- ~~The DOE certification must be renewed so that the employee is fully certified at all times. Failure by the employee to meet the certification requirements shall result in the employee's not being reappointed to this position.~~
- ~~The School Board of Broward County, Florida by approving this job description authorizes the certification requirements to be changed by the Manager I, Vehicle Maintenance~~ Fleet Services to maintain consistency with changes made by the ~~DOE~~ Florida Department of Education (FDOE).
- Ability to operate electronic and mechanical equipment for detection and repair diagnosis of deadlined equipment.
- Thorough knowledge of the proper repair of automatic and standard transmission, motors, brakes, and wiring systems.
- Considerable knowledge in the proper tune-up of engines and elimination of troubles in the cooling systems and power train.
- Must be able to assume responsibility and follow both written and oral instructions.
- Able to work well with others.
- Must provide own hand tools of the trade.
- ~~Must have a valid Class "A" Florida Commercial Driver's License (CDL) with endorsements compatible with the assigned duties of The School Board of Broward County, Florida.~~
- ~~New hires and probationary employees with a valid Florida CDL Class "B" driver's license will have six (6) months from the date of hire to obtain the upgrade to a Florida CDL Class "A" driver's license.~~
- ~~The valid Florida CDL Class "A" driver's license must be maintained throughout the tenure of the position.~~
- This position will include pre-employment drug and alcohol testing.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- A minimum of five (5) years of journeyman-level mechanical experience in the repair and maintenance of motor vehicles in the areas of automotive, truck, or heavy equipment.
- Valid Florida Commercial Driver's License (CDL) Class A with Passenger endorsement.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Majority of contact is with employees within the Maintenance & Operations Department and Student Transportation & Fleet Services, utilizing mechanical skills to repair and maintain Broward County School Board vehicles and ensure every part of a vehicle system is performing correctly.

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 10 pounds of force as frequently as needed to move objects.

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 School Board.

FLSA OVERTIME CATEGORY:

~~Job is not exempt from the overtime provisions of the Fair Labor Standards Act.~~

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/21/80

ER80-12 Approved: 10/2/80

Revised: 12/20/84 &

Adopted: 1/8/85

Revised: 6/19/90 &

Adopted: 8/7/90

Revised: 5/5/92 &

Adopted: 6/2/92

Revised: 4/20/93 &

Adopted: 5/4/93

Board Adopted: 8/17/04

Board Approved: 6/21/11

Board Adopted: 8/16/11