

HAMILTON SCHOOL BOARD  
Notice of Non-Instructional Position Opening

October 8, 2018

**Date**

**POSITION** Mechanic

**SALARY RANGE** \$27,879.00 - \$34,799.00

**DUTIES** Per attached job description.

**EXPERIENCE PREFERRED** Experience in a garage working with diesel/gas powered engines. Must possess a valid state of Florida driver's license (CDL) class B, with P and S endorsement, experience in driving a school bus with 40 hours certification

**EDUCATION PREFERRED** High School Diploma or GED equivalent

**EFFECTIVE DATE OF VACANCY** November 1, 2018

**DIRECTION FOR FILING APPLICATION** File application on FastTrack on-line application system at [www.hamiltonfl.com](http://www.hamiltonfl.com)

**DEADLINE FOR FILING APPLICATION** October 17, 2018

**INTERVIEW INFORMATION** Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.

  
Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.

Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.

Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.

**SCHOOL DISTRICT OF HAMILTON COUNTY****MECHANIC****JOB DESCRIPTION****QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Five (5) years experience in a garage working with diesel and/or gas powered engines.
- (3) Valid Florida Commercial Driver's License (CDL), Class B.
- (4) Satisfactory criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to understand technical/professional manuals. Ability to understand oral and written assignments. Knowledge of the standard methods, practices, tools and equipment of the automotive mechanical trade. Knowledge of the occupational hazards and safety precautions of the trade. Ability to perform routine automotive repairs. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to work cooperatively with others.

**REPORTS TO:**

Coordinator of General Services

**JOB GOAL**

To assist in maintaining a safe and economical fleet and to achieve journeyman status.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Repair automobiles, trucks and buses.
- \* (2) Service and lubricate automobiles, buses, trucks, tractors, mowers and other equipment.
- \* (3) Service batteries, change and repair tires, check and clean radiators and generators, replace oil filters.
- \* (4) Answer calls for road service, change flat tires, change dead batteries and make minor repairs.
- \* (5) Maintain garage area and grounds in a clean and orderly condition.
- \* (6) Fuel vehicles as needed.
- \* (7) Wash and clean vehicles as needed.
- \* (8) Assist other mechanics in their work.
- \* (9) Demonstrate initiative in the performance of assigned responsibilities.

## MECHANIC (Continued)

### Inter/Intra-Agency Communication and Delivery

- \*(10) Exercise service orientation when working with others.
- \*(11) Keep supervisor informed of potential problems or unusual events.
- \*(12) Use effective, positive interpersonal communication skills.
- \*(13) Respond to inquiries and concerns in a timely manner.
- \*(14) Serve on school/district committees as required or appropriate.

### Employee Qualities/Responsibilities

- \*(15) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(16) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(17) Ensure adherence to good safety standards.
- \*(18) Maintain confidentiality regarding school/workplace matters.
- \*(19) Model and maintain high ethical standards.
- \*(20) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### System Support

- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(24) Demonstrate support for the school district and its goals and priorities.
- \*(25) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(26) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(27) Participate in cross-training activities as required.  
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.

Job Description Supplement 01

## 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.

## EVALUATION:

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