

Leon County Public Schools Classification Specification

Salary Grade 32

Summary Information:

Classification Title: Assistant Mechanic **Date Prepared:** 01/2007; 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

449	Vehicle Maintenance	Repairing and maintaining vehicles.
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
413 B	General Cleaning – Vehicle/Equipment Repair Shop	Clean shop area, steam clean and wash vehicles or equipment. Operate cleaning equipment to perform job duties.
416A	General Facilities Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping.
404	Security Patrol	Monitor parking areas and other school facilities to prevent problems and check building security.
443	Bus Inspections	Inspect buses for cleanliness and serviceability.
999	Assigned Duties	Other duties as assigned.

General Classification Specification Factors:

Education/Experience: High School diploma or equivalent with no related experience required.

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 02/27/2007, 7/1/2003