

Leon County Public Schools Classification Specification

Salary Grade 27

Summary Information:

Classification Title: Chief Mechanic

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

449	Vehicle Maintenance	Repairing and maintaining vehicles
443	Bus Inspections	Inspect buses for cleanliness and serviceability.
445	Contract Management/Administration	Ensure that bus service is being provided as specified by contract.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
603	Disciplinary Actions	Recommend the discipline and/or termination of staff. Coordinate the approval and documentation requirements.
032	Time Records	Maintain time records.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
400	Local Building Security and Access	Open and close buildings. Monitor security.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience:	A.A. Degree with six years related experience; or Vocational training (720 hours) with seven years related experience; or High School diploma or equivalent with eight years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes <u>substantial</u> time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.
Effective Date:	07/01/2003