

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Mechanic **Date Prepared:** 02/2008, 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
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
413 B	General Cleaning – Vehicle/Equipment Repair Shops	Clean shop, steam clean and wash vehicles or equipment. Operate cleaning equipment to perform job duties.
443	Bus Inspections	Inspect buses for cleanliness and serviceability.
480	Receive and Store Goods	Process incoming goods (including capital equipment) from vendors. May include maintaining warehouse or stockroom.
481	Inventory Control Audit	Conduct periodic, perpetual and/or annual inventory of materials, supplies, food, etc. in the warehouse or stockroom.
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.
430	Building Operations – Painting	Prepare and apply color, pigment or paint to areas as assigned. Perform preventative maintenance on equipment and building components within area of expertise district wide.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience:	A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience; and Appropriate certification/license as required
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.
Effective Date:	02/2008, 07/01/2003