

WILLCOX UNIFIED SCHOOL DISTRICT NO. 13
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643

JOB DESCRIPTION TITLE: **Mechanic**

- QUALIFICATIONS:**
- High school graduate or equivalent.
 - Proficient in the English language.
 - Five years experience in automotive or truck repair

 - Knowledge and experience in changing of tires, tire repair, oil change, filter, gas, repairing motors, installing new motors, brakes and brake lines, diesel engines - Cummins B models, use of a scanner 92-93-94.
 - Demonstrated success in performing a wide variety of tasks requiring the understanding of and/or proficiency in automotive mechanical repair.
 - Knowledge and ability to weld.
 - Air brake experience.
 - Ability to perform job functions with a minimum of supervision.
 - Ability to obtain a valid commercial driver's license (CDL) and Arizona School Bus Driver's Certificate.
 - Demonstrated initiative and judgment in performing job.
 - Ability to work with and relate to students.
 - Demonstrated aptitude or competence for assigned responsibilities.
 - Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Operations Supervisor

SUPERVISES: Inmates

JOB GOAL: To keep district's vehicles and buses in such a state of operating excellence that they present no problem or interruptions to the educational program.

PERFORMANCE RESPONSIBILITIES:

- Diagnose and repair district automotive equipment.

- Perform other vehicle maintenance and repair tasks, including but not limited to installing windshields and welding.

- Maintain a current inventory of supplies and equipment.

- Establish an efficient and effective system of routine automotive maintenance and preventive care
- Promote high standards of safety and good housekeeping methods in all work-connected areas.
- Serve as a substitute and/or regular route bus driver as assigned by the Transportation Supervisor.
- Perform such duties as assigned in accord with school district needs by the superintendent or immediate supervisor.

PHYSICAL TASKS:

- * Manual dexterity and full range of body motion including bending, stooping, kneeling, etc.
- * Ability to work in a horizontal position and confined spaces for extended periods of time.
- * Hearing and vision (corrected) in the normal range necessary to perform required tasks, and good hand and eye coordination.
- * Capable of lifting 70 pounds.
- * Operate all types of equipment including small tools, vehicles, buses, and heavy machinery.

TERMS OF EMPLOYMENT:

- 12 months per year, 10 hours per day.
- 8 days of vacation per year
- 2 personal days per year
- 2 floating days per year
- 12 sick leave days per year.
- Grade 7 as per classified salary schedule

EVALUATION:

- Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of support staff (GDO).

APPROVED BY: _____ SUPERINTENDENT _____.

DATE: _____

REVIEWED AND
AGREED TO BY: _____.

DATE: _____.

(Incumbent)