

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Vehicle Mechanic

JOB CODE: 6082

DEPARTMENT: Facilities Operations/Transportation

PAY GRADE: 28 (B4)

DATE: 01/26/2007

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### **BASIC OBJECTIVES**

This is skilled journeyman-level mechanical repair work. The work involves the diagnosis, inspection and repair of heavy duty trucks, automobiles, medium to light duty trucks and school buses, including all fuel type engines - gasoline, diesel, and LP gas.

### **JOB TASKS/RESPONSIBILITIES**

1. Troubleshoots and diagnoses mechanical, electrical and hydraulic problems associated with vehicles in the inventory. May rebuild gas and/or diesel engines.
2. Requests parts or materials, as needed, for repairs of Miami-Dade County Public Schools (M-DCPS) vehicles.
3. Removes and replaces all major and minor components of vehicles in the inventory. Requests assistance from the leadperson in determining the appropriate repairs to perform.
4. Safely and appropriately uses all shop tools and equipment related to vehicles in the inventory.
5. Performs detailed safety and technical inspections of vehicles to detect mechanical, safety or specification deficiencies.
6. Uses diagnostic and test equipment related to vehicles in the inventory.
7. Reads and comprehends technical manuals, schematics or other related instructional material necessary to make detailed repairs to comply with technical specifications.
8. Utilizes electric, Metal Inert Gas (MIG), Tungsten Inert Gas (TIG) and oxygen/acetylene welding equipment, as necessary.
9. Participates in assigned technical training programs, as directed, to keep current with skills and changing technology for diagnosing computerized vehicle systems and manufacturer's and/or Automotive Service Excellence (ASE) requirements.
10. Practices safe operating procedures and complies with safety requirements at all times and keeps work area neat and clean.

11. Assists in the on-the-job training of lesser grade mechanics.
12. Accurately prepares inspection records, time sheets and work orders to reflect actual work performed.
13. Complies with M-DCPS policies and procedures.
14. Required to possess and maintain a sufficient assortment of tools to perform required tasks per the AFSCME contract tool list.
15. Performs other related duties, as directed by the vehicle maintenance facility supervisor.

### **PHYSICAL REQUIREMENTS**

This is work which requires the following physical activities: sitting, standing, walking, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, atmospheric conditions and oils. The worker is exposed to both indoor and outdoor environmental conditions. The work is performed indoors and outdoors. May operate buses and other motor vehicles to various locations, as required.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Written evidence of graduation from high school or equivalent.
2. Ability to read, write and understand oral and written instructions.
3. Acceptable written evidence of a minimum of five (5) years of diversified experience as a mechanic repairing heavy-duty trucks, buses or automobiles or two (2) years of such experience plus a successful completion of six (6) automotive or heavy-duty truck sections of the Automotive Service Excellence (ASE) certification.
4. The Office of Facilities Operations requires possession of a valid Florida CDL Class A driver's license. The Department of Transportation requires possession of a valid Florida CDL Class B driver's license with a passenger endorsement. New hires and probationary employees have ninety (90) days to obtain license.
5. Satisfactory completion of a physical examination prior to hire date.

**Note:** This is an Omnibus Transportation Employees Testing Act (OTETA) monitored position. Employees with this job description may be required to drive or road test a motor vehicle weighing over 26,000 pounds, transport 16 or more persons, or carry hazardous materials.

Prior revision dates: 05/28/81, 05/28/93, 06/09/2000, 03/02/2001

Reclassification to PG 28, effective 01/26/2007, per 2006-2009 AFSCME successor contract