

MIAMI-DADE COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

CLASS TITLE: Vehicle Service Mechanic

JOB CODE: 6083

DEPARTMENT: Transportation, Food and Nutrition

PAY GRADE: 24 (B4)

DATE: 03/02/01

BASIC OBJECTIVES

This is semi-skilled mechanical repair work. The work normally involves the routine maintenance, repair and inspection of heavy duty trucks, trailers, lift trucks, cranes, stationary engines, material handling equipment, off road vehicles, automobiles, light to medium trucks and school buses including all fuel type engines - gasoline, diesel and LP gas.

JOB TASKS/RESPONSIBILITIES

1. Required to possess and maintain a sufficient assortment of tools to perform tasks per the AFSCME tool list.
2. Troubleshoots and diagnoses minor component problems.
3. Requests parts or materials as needed for repairs of Miami-Dade County Public Schools (M-DCPS) vehicles.
4. Removes and repairs all major and minor components of vehicles in the inventory.
5. Safely uses all shop tools and equipment related to vehicles in the inventory.
6. Performs safety and technical inspection of vehicles to detect mechanical, safety or specification deficiencies.
7. Uses diagnostic and test equipment related to vehicles in the inventory.
8. Reads and comprehends technical manuals and schematics or other related instructional materials necessary to make repairs to comply with technical specifications.
9. Performs limited electric, MIG, TIG and oxygen/acetylene welding.
10. Maintains technical skills by periodically up-grading knowledge and attending required training classes to meet changing technology and developing skills for diagnosing computerized vehicle systems and most recent manufacturer's and/or Automotive Service Excellence (ASE) requirements.

11. Practices safe operating procedures and complies with safety requirements at all times and keeps work area neat and clean.
12. Accurately prepares inspection records, time sheets and work order to reflect actual work performed.
13. Performs other related duties as directed by the immediate supervisor.

PHYSICAL REQUIREMENTS

This is work which requires the following physical requirements: climbing, bending, stooping, kneeling, crouching, twisting, reaching, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors and outdoors.

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 three (3) years of diversified experience as a mechanic repairing automobiles and/or heavy-duty trucks or buses or successful completion of six (6) automotive and/or six (6) heavy-duty truck sections of the ASE certification examination or successful completion of an accredited vehicle mechanics training program.
4. Maintenance and Operations requires the possession of a valid Florida CDL Class A driver's license. The Department of Transportation requires the possession of valid Florida CDL Class B driver's license with passenger endorsement; also 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.