



## JOB DESCRIPTION

<b>POSITION TITLE:</b> (TP4) Transportation Vehicle Mechanic
<b>DEPARTMENT:</b> Transportation
<b>WORK DAYS:</b> 240 days
<b>REPORTS TO:</b> Director of Transportation
<b>PAY SCALE:</b> M Level 2

### REQUIREMENTS:

<ul style="list-style-type: none"> <li>● Education level: High School Diploma or GED required</li> </ul>
<ul style="list-style-type: none"> <li>● Certification/License Required: Valid Georgia Driver's License and Safe Driving record; must be able to obtain a valid Georgia Class B Commercial Driver's License within 60 days/2 months, Passenger and School Bus Endorsement</li> </ul>
<ul style="list-style-type: none"> <li>● Experience: Minimum 2 years mechanical experience and completion of Diesel Tech Degree from Accredited College or Trade School</li> </ul>
<ul style="list-style-type: none"> <li>● Physical Activities: Routine physical activities that are required to fulfill job responsibilities</li> </ul>
<ul style="list-style-type: none"> <li>● Knowledge, Skills, &amp; Abilities: Written and oral communications; mechanical; computer literate</li> </ul>

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

<ul style="list-style-type: none"> <li>● Demonstrates prompt and regular attendance</li> </ul>
<ul style="list-style-type: none"> <li>● Inspects, maintains and repairs System's fleet vehicles</li> </ul>
<ul style="list-style-type: none"> <li>● Utilizes a wide variety of test equipment, standard tools, specialty tools and reference manuals</li> </ul>
<ul style="list-style-type: none"> <li>● Completes paperwork for preventive maintenance records, inspection reports, repair orders and labor sheets</li> </ul>
<ul style="list-style-type: none"> <li>● Performs preventive maintenance and repair work on system's fleet vehicles and maintenance equipment</li> </ul>
<ul style="list-style-type: none"> <li>● Maintains a clean and safe working area</li> </ul>