

CANAL WINCHESTER LOCAL SCHOOLS

CLASSIFICATION: **CLASSIFIED**

TITLE: **MECHANIC TECHNICIAN**

QUALIFICATIONS:

1. High school diploma or GED required
2. Minimum of five years Med/Hvy truck Fleet mechanic repair experience
3. Diagnostic and electrical skills are a must and technical knowledge of major vehicle systems and diesel equipment is required
4. Have previous fleet experience and familiar with diesel and gasoline systems
5. Possess the recommended minimum hand tools for a Diesel Technician
6. Ability to use good judgement and strong decision making
7. Must pass DOT pre-employment physical, drug screen and background check
8. Valid Ohio CDL license
9. ASE Certification desirable but not required

REPORTS TO: Director of Operations

PERFORMANCE RESPONSIBILITIES:

1. Diagnose malfunctions and perform vehicle repairs (e.g. adjust/test steering, electrical, cooling, lubricating, braking drive trains, suspensions, power steering units, clutches, transmissions, oil, temperature, gas regulating components, adjust/test engines etc.) and related assigned duties, in accordance with all relevant Federal, State and local guidelines and requirements. Repairs may be in the shop or out in the field (road calls), as appropriate
2. Test-drive vehicles to ensure a repair has resolved the problem
3. Arrange for and obtain appropriate inspections by the Ohio State Highway Patrol and obtain approval of all major repairs before vehicle is released from the maintenance facility
4. Perform job duties efficiently and completely and in a timely manner. Maintain a safe, clean, productive and efficient work area including ensure area is in compliance with all relevant Federal, State/Provincial and local guidelines and requirements
6. Identify and report any additional maintenance and/or repairs found necessary by conducting assigned repairs and

maintenance including repairs and maintenance required to be performed by outside repair locations. Report these needs to the Director of Operations.

7. Change tires when needed
8. Record time spent, parts used and repairs and/or maintenance conducted on appropriate forms
9. Keeps an accurate inventory of material assets of the school district
9. Performs road calls and on the road repairs as assigned
10. Advises Director of Operations of unsafe maintenance conditions or practices and/or vehicle abuse
12. All other duties as assigned by the Director of Operations

MISCELLANEOUS:

1. Regular attendance, work assigned hours
2. Dress neatly, wear provided uniform
3. Use proper language
4. Foster courteous relations between students, staff and co-workers.

TERMS OF EMPLOYMENT:

1. Twelve (12) month contract
2. Full-time: Forty (40) hours per week minimum or as needed.
3. Working hours to be determined in conjunction Director of Operations
4. "The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment with the District."

SALARY:

Classified Salary Schedule – Category 7
Hourly Rate \$29.78 - \$39.90

EVALUATION:

Annually by the Director of Operations

The Canal Winchester Local Schools are an Equal Opportunity Employer and as such do not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of duties performed for this position.

Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.