



Job Title: **Automotive Service Worker**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 14

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform general maintenance and upkeep of school district vehicles within the framework of pre-established policies and procedures and in accordance with prescribed safety precautions and directions.

ESSENTIAL JOB FUNCTIONS

- Performs general maintenance of vehicle fluids, e.g., motor oil, transmission fluid, brake fluid, water, antifreeze, tire pressure.
- Inspects and changes oil filters, air filters, fuel filters, batteries, fan belts, and windshield wipers.
- Performs minor preventive maintenance of vehicles, e.g., drains crankcases; Greases drive line, suspension, and steering systems; Inspects tires for wear and defects, inflates to specification; Inspects all brake linings, drums, and rotors and records condition; Adjusts air brake slack adjusters.
- Services, charges, removes, and/or replaces vehicle batteries; Operates battery charging equipment to jump start vehicles.
- Inspects, repairs, and replaces safety equipment on buses, e.g., fire extinguishers, first aid kits, body fluid kits.
- Performs routine part replacements on vehicles, e.g., tires, spark plugs, air filters, oil filters.
- Cleans and fuels vehicles; utilizes various cleaning agents, mixing according to label instructions, and using in accordance with prescribed safety precautions and directions; Steam cleans engines and wash buses.
- Maintains computer database and records of inspections for vehicles; Assists with maintaining vehicle parts inventory.
- Operates various vehicles and equipment, e.g., cars, trucks, busses, forklift.
- Assists mechanic with Highway Patrol inspections; May perform road testing on vehicles.
- Responds to road calls; test drives and transports vehicles, as needed.
- Disposes of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; Maintains cleanliness of garage facilities and equipment.

- Inspects and reports mechanical problems to supervisor.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License. May require the possession of or the ability to obtain a Class "B" Commercial Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of operation and maintenance of hand and power tools and specialized equipment.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to display knowledge of basic mathematics.
- Requires the ability to display knowledge of applicable codes, regulations, standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to perform general automotive service and maintenance tasks.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use or repair medium equipment and machinery, such as vehicles.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms and is frequently required to bend at the waist, stoop, or crouch and lift and/or move up to 50 pounds. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, grasping, hearing, kneeling, mental acuity, pushing, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: