

**Job Title:**                **Shop Leader – Auto Equipment Mechanics**



## **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 – 22

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to coordinate and oversee skilled work involving the maintenance and repair of diesel and gasoline driven motors and related auto equipment, machinery, and tools.

## **ESSENTIAL JOB FUNCTIONS**

- Coordinates repairs, preventative maintenance, and servicing of all automotive equipment; assigns work and projects to personnel and reviews project status.
- Inspects and performs repairs, preventative maintenance, and servicing of automotive equipment as needed.
- Supervises entry level and skilled trades workers in the absence of the assigned supervisor.
- Instructs and trains personnel and directs the accomplishment of unusual problems and activities.
- Reviews incoming maintenance requests and work orders to determine man-power, tools, equipment, and materials requirements and schedules work accordingly.
- Creates, tracks, and oversees the startup and completion of each work order.
- Requires the ability to act as a lead worker.
- Ensures all waste and hazardous materials are disposed of in accordance with prescribed safety policies and environmental procedures; Maintains cleanliness of painting facilities and equipment; Maintains inventory of materials.
- Reviews, prepares, and submits orders and requisitions for parts.
- Repairs and maintains tools and equipment.
- Performs various administrative duties, e.g., estimates time and materials for repairs, maintains appropriate repair logs and records; Maintains parts and equipment inventory records; inspection and other vehicle maintenance scheduling.

- Maintains various records and prepares reports, e.g., records work order logs, maintains inventory of materials, evaluates, and prepares cost estimates for various projects.
- Conforms to safety standards as prescribed.
- Responds to calls for emergency repairs.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- High school diploma, GED, or other equivalent.
- Five (5) years of responsible experience in automotive and heavy equipment and machinery maintenance and repair, to include experience in a senior position.
- 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 "A" or "B" Commercial Driver License.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of supervisory principles and practices.
- 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.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to act as a lead worker.
- Requires the ability to display knowledge of applicable codes, regulations, standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation, maintenance, and care of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of basic arithmetic.
- Requires the ability to perform maintenance and repair tasks.
- Requires the ability to communicate clearly and effectively orally and in writing.
- Requires the ability to utilize Microsoft Word and Excel to manage fleet maintenance.

### **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: mental acuity, speaking, talking, and visual acuity.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

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

**Date of Revision:**