

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Work Scholar job title: _____Mechanic_____

Describe the duties of this position.

See attached job description.

List the learning opportunities for this position.

Learn how to determine needed repairs and replacements on vehicles and heavy equipment. Ensuring vehicles are safe, operable and available for use in order to meet the transportation needs of the district. Gain an understanding of the rules, policies and procedures and necessary documentation as they relate to a state agency and school district.

What qualifications are required for this position?

See attached job description.

What skills are required for this position?

See attached job description.

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JOB DESCRIPTION

JOB TITLE: Mechanic

Report Identification Code: edtmec

Job Purpose Statement: The job of " Mechanic" is done for the purpose of determining needed repairs and/or replacements on vehicles and heavy equipment; ensuring the availability of vehicles in safe operating condition; and providing written documentation of repairs to meet district, local, state and federal requirements.

Essential Job Functions:

- * **Diagnoses** potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- * **Maintains** tools, equipment, parts inventory and shop area for the purpose of ensuring the availability and safe, operational condition necessary to complete work activity in a timely manner and within a safe work area.
- * **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- * **Repairs** and/or replaces vehicle parts, systems and/or components for the purpose of ensuring availability of vehicles in safe operating condition.
- * **Procures** materials, parts, and/or equipment for the purpose of ensuring availability of required items to complete work assignments in a timely manner.
- * **Responds** to emergency situations for the purpose of resolving immediate safety and operational concerns and preventing further damage to property.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Attends** training and/or classes for the purpose of maintaining skills.
- * **Coordinates/assists** transportation staff and other personnel for the purpose of completing projects and/or work orders efficiently.
- * **Performs** minor body work for the purpose of maintaining the appearance and safe operation of vehicles.

Essential Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience within specialized field
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: operate and maintain gas and diesel engines; operate hand and power tools and equipment relating to vehicle maintenance; apply pertinent regulations, codes and specification; perform single specialized technical tasks; use English in both written and verbal form to communicate effectively with staff, vendors and/or contractors; and perform basic arithmetic calculations.

Knowledge of: vehicle maintenance and repairs; methods and use of materials, tools and equipment used in the trade; safe working methods and procedures; and pertinent regulations, codes and specifications.

Abilities to: understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; work cooperatively with others; prepare and maintain accurate records; plan and manage projects; make judgments based on common sense; and work accurately, with attention to detail and with minimal supervision.

Significant physical abilities include standing for prolonged periods, lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision, exposure to fumes, gasses and odors.

- * **Training Required:** Some job-related experience
- * **Education Required:** High school diploma or equivalent
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; valid driver's license and evidence of insurability; drug/alcohol testing clearance; DOT physical; Idaho State School Bus Drivers License