



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Technician, Vehicle Services

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs

Non-Union or Specific Collective Bargaining Agreement: AFSCME Maintenance Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform skilled work in the maintenance and repair of gasoline, diesel, compressed natural gas (CNG) and propane driven vehicles and related equipment.

Essential Functions of this Job

Performs general and major repair work on all types of gasoline, diesel, compressed natural gas(CNG) and propane driven vehicles and related equipment. Inspects, adjusts and replaces necessary units and related parts, including cooling, fuel and exhaust systems. Diagnose, and troubleshoots vehicles and related equipment using standard test equipment. Repairs and overhauls brakes, transmissions, engines, differentials, and front and rear axle assemblies. Performs road service calls to repair and maintain vehicles. Performs any duties within the scope of capabilities as assigned by supervisor. Cleans assigned working area and maintains all related equipment.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of the construction, assembly, adjustment and maintenance of a wide variety of automobiles, trucks, buses and other equipment. Knowledge of common industry repair and testing equipment. Ability to follow oral and written instructions. Knowledge of the occupational hazards, safety precautions, storing and disposing of waste materials. Bilingual/biliterate preferred.

Position Title: Technician, Vehicle Services

Education, Experience and/or Certification/License Requirements

Graduation from high school or completion of GED. A minimum of 2 years' experience in the automotive/heavy truck industry required, 5 years' preferred; or verifiable completion of a vocational program or military training in automotive/heavy truck service. ASE (Automotive Service Excellence) certifications preferred. Appropriate State of Florida Driver's License.

Must successfully achieve a passing score on Transportation Vehicle Services Mechanical Aptitude Test.

Work Context:

Requires standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines.

Physical Environment:

Requires standing and sitting, and the ability to frequently lift and/or carry 20 - 50 pounds, move and/or position objects weighing 100 - 150 pounds using assistance or equipment as needed. Requires working both indoors and outdoors. Requires exposure to outdoor elements, including weather changes, foliage, and insects. Requires the handling and use of cleaning solvents and solutions. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 0390
EEO5: 53
Approval Date: 2012-11-13
Date Last Revised: 2013-12-02

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.