

Jacksonville School District #117

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Steve Ptacek
Superintendent of Schools



Jacksonville School District 117

Job Description

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|-------------------------------|---|
| Position Title: | Assistant Head Mechanic |
| Reports to: | Director of Transportation |
| Function: | To assist in maintaining a safe, compliant, and economical fleet in order to provide efficient transportation services for the District. |
| Salary & Benefits: | Hourly wage is \$19.14 per hour (subject to change per the collective bargaining agreement) Benefits include health, life, and vision insurance; Illinois Municipal Retirement Fund (IMRF) contribution; Paid sick time and personal time. |
| Type of Employment: | Full-time |
| Terms of Employment: | Hours per day: 8 hours with ½ hour non-paid lunch 12 month employment |
| Terms of Evaluation: | Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy |
| FLSA Status: | Non-Exempt |

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience & Certification Requirements

- High school graduate or equivalent.
- Minimum of two (2) years successful mechanical experience is preferred.
- Valid ASE Certification or equivalent. (preferred)
- Valid State of Illinois Commercial Driver's License (CDL) class B, passenger endorsement and school bus endorsement.

Physical Requirements

- Ability to exert up to 125 pounds of force occasionally and/or up to 80 pounds of force frequently.
- Ability to work climbing in, on, and around engine compartment.
- Ability to work eight (8) hours per day.

Knowledge & Skills

- Knowledge of standard methods, practices, tools, and equipment of the trade.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Ability to read and interpret shop and technical manuals related to the assignments.
- Ability to organize and prioritize activities.
- Ability to work effectively as part of a team.
- Ability to communicate effectively both orally and in writing.

Duties & Essential Job Functions:

The job responsibilities for this position of Assistant Head Mechanic for Jacksonville School District #117 are listed below.

- Assist with scheduled vehicle inspections as required including under the hood inspections.
- Perform general and major repairs to buses, automobiles, and other equipment as assigned including: bulbs/bulb fixtures, switches, instrumentation, wiring, exhaust, tires, batteries, fan, pump, alternator, replacement belts, hoses, brakes, seat repair, all mechanical adjustments.
- Perform preventative maintenance including servicing the vehicles (oil changes, grease, cleaning, power washing, and maintain a written service plan and schedule.)
- Operate standard testing machines and welding equipment.
- Perform on-call emergency roadside repairs as required.
- Transport students and drive regular school bus routes as needed and as assigned.
- Maintain proficiency in vehicle repair techniques.
- Maintain garage area and grounds in a clean and orderly condition.
- Prepare all required reports and maintain all appropriate records.
- Exhibit support for the District’s vision, mission, goals, and objectives.
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff and vendors.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff and vendors.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Follow all School Board policies, rules, and regulations.
- Exhibit interpersonal skills to work as an effective team member
- Perform other duties as assigned.

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

| | | | | | | | | | |
|---------------|---|--------------------------|---|-------------------------|---|---------------------|---|-------|---|
| Climb Ladders | S | Kneel | F | Lift/Carry > 50 lbs. | F | Push/Pull > 50 lbs. | F | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | F | See | F | Twist | F |
| Crawl | F | Lift/Carry 10-25 lbs. | F | Push/Pull 10-25 lbs. | F | Squat | F | Walk | F |
| Hear | F | Lift/Carry 25-50 lbs. | F | Push/Pull 25-50 lbs. | F | Stoop/Bend | F | | |

Calendar/Work Schedule and Compensation:

Annual Calendar: 12 Month Calendar

- Compensation: ___ Paid per the Contractual Agreement with the JEA (salaried)
 ___ Paid per the Contractual Agreement with the JISPA (hourly)
 ___ Paid per the Contractual Agreement with the DUSA (hourly)
X Paid per the Contractual Agreement with the Bus Drivers (hourly)
 ___ Paid per the Contractual Agreement with the Custodians/Maintenance (hourly)

Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

Classification:

Administrative

Supervisory

Confidential (non-certified, not covered under a Contractual Agreement)

Certified (covered under the Contractual Agreement with JEA)

Non-Certified (covered under the Contractual Agreement with JISPA)

Non-Certified (covered under the Contractual Agreement with DUSA)

Non-Certified (covered under the Contractual Agreement with Bus Drivers)

Non-Certified (covered under the Contractual Agreement with Custodians/Maintenance)

FLSA Status:

Non-Exempt from overtime under the Fair Labor Standards Act

Exempt from overtime under the Fair Labor Standards Act