

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6725
Pay Grade: D11

FLSA: Non-Exempt

AUTOMOTIVE/DIESEL MECHANIC - LEAD

MAJOR FUNCTION:

Performs lead, skilled journeyman level work in the repair and maintenance of gasoline and diesel driven vehicles and related heavy and specialized equipment. Exercises independent judgment concerning methods of repair. Assumes the responsibilities of the garage foreman in the event the foreman is absent. Work is performed under general direction and is reviewed in accordance with specifications and accepted standards and procedures of the trade.

DUTIES AND RESPONSIBILITIES:

- Performs the duties of an Automotive/Diesel Mechanic-Journeyman
- Leads and trains other automotive/diesel mechanics
- Assists in the supervision of assigned personnel in the absence of the foreman
- Assists with the assignment of work for mechanics in cooperation with the foreman
- Inspects work performed by assigned personnel for completion and accuracy
- Monitors an inspection schedule for all assigned vehicles
- Recommends shop equipment, tools and shop improvements
- Generates work orders
- Attends periodic meetings with the garage foreman
- Is responsible for the opening and/or closing of the garage
- Performs related work as assigned

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus five (5) years as a journeyman level automotive mechanic, to include gasoline and diesel experience. The successful completion of up to three (3) years of verifiable formal training in the trade (vocational, military, or indentured apprentice school) may be substituted for a like amount of the experience requirement. Must possess and maintain a valid State of Florida Class B commercial driver's license (CDL) to include "air brake" and "passenger" qualifications. Must possess and maintain Department of Education (DOE) school bus inspector certification. Must have complete set of basic hand and air tools.

ISSUED: 12/96 PBL; BOARD APPROVED: 12/17/96; REVISED WC 4/04 LM; REVISED: MQ's 11/10 RAS; BOARD APPROVED: 1/11/11

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

AUTOMOTIVE DIESEL MECHANIC - LEAD

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				