

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### BUS MECHANIC, Apprentice

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Working experience on vehicles at a garage or service station **OR** appropriate training in this area.
- Valid Commercial Driver's License and verification of an acceptable driving record through the State Department of Motor Vehicles.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of technology and equipment as related to specific job functions.
- Ability to assist with the performance of general repair and maintenance of vehicles.

#### SUPERVISION

**REPORTS TO** Bus Mechanic, Chief  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To service Transportation Services' vehicles, to assist with garage maintenance, and to assist with vehicle repairs.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Perform repairs and maintenance on vehicles as instructed on work orders assigned by the Bus Mechanic, Chief.
2. \*Wash buses and vehicles.
3. \*Assist with the performance of garage maintenance.
4. \*Assist mechanics with the repair and maintenance of vehicles.
5. \*Attend assigned workshops and training programs.
6. \*Submit to drug and/or alcohol testing when required by School Board, State, and or Federal policy.
7. Perform other duties as assigned by the Bus Mechanic, Chief.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Designated equipment and materials

**PHYSICAL REQUIREMENTS**

**Heavy Work** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**PHYSICAL ACTIVITIES**

**Sitting** Resting with the body supported by the buttocks or thighs.

**Standing** Assuming an upright position on the feet particularly for sustained periods of time.

**Walking** Moving about on foot to accomplish tasks, particularly for long distances.

**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

**Balancing** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Bending** Lowering the body forward from the waist.

**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

**Kneeling** Bending legs at knee to come to a rest on knee or knees.

**Crouching** Bending the body downward and forward by bending leg and spine.

**Crawling** Moving about on hands and knees or hands and feet.

**Twisting** Moving body from the waist using a turning motion.

**Reaching** Extending hand(s) and arm(s) in any direction.

**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.

**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.

**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

**Grasping** Applying pressure to an object with the fingers and palm.

**Feeling** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.

**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.

**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.

**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

**Cold** The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

**Heat** The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.

**Noise** The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

**Hazards** The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

**Atmospheric Conditions** The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases, or poor ventilation.

**Oils** The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**J8-01 \$30,714 - \$54,541**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 40  
Annual Hours 2064

**POSITION CODES**

PeopleSoft Position TBD  
Personnel Category 18  
EEO-5 Line 54  
Function 7800  
Job Code 1916  
Survey Code 78025

**FLSA**

Applicable  
 Not applicable

Previous Board Approval

**BOARD APPROVED**

**March 10, 2020**  
**July 9, 1986**

ADA Information Provided by Julie Murphy  
Position Description Prepared by Julie Murphy