

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### SENIOR SERVICE TECHNICIAN

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid Florida CDL Class B license with air brakes, passenger and school bus endorsements.
- (3) Four years of verifiable full-time appropriate work experience may be used in lieu of the educational requirement.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of construction, assembly and adjustment and maintenance of a wide variety of automobiles, buses, trucks and of shop tools. Ability to diagnose the more common defects of motors and of all types of shop equipment. Ability to detect, by inspection, any work or broken part, or wrongly adjusted part of assembly. Ability to keep records of repair and service operations, and to make reports. Ability to follow oral and written instructions accurately. Employees of this class perform skilled tasks in mechanical repair and maintenance of automobile, heavy duty trucks, tractors, buses, and other standard, special automotive equipment in accordance with standard trade practices. Work may include welding, occasional machining of parts or other duties relating to the upkeep of equipment. Supervisor may check work during repair, or test running condition of equipment after work is completed.

#### REPORTS TO:

Director, Transportation

#### JOB GOAL

To maintain a safe and economical fleet of vehicles in a cost-effective and efficient manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- 1) Inspect and make repairs on all aspects of School Board automotive vehicles and equipment.
- 2) Do general and major repair work on automobiles, buses, light and heavy trucks, graders, mowers, and other automotive, diesel, and mechanical equipment.
- 3) Inspect, adjust and replace necessary units and related parts, including cooling, fuel and exhaust systems.
- 4) Tune motors using standard testing equipment.
- 5) Repair and overhaul brakes, transmissions, differentials, front and rear axle assemblies and repair and install hydraulic controls.
- 6) Perform all different phases of tire work.
- 7) Perform emergency road repairs and test-drive buses and other vehicles to ensure they are in safe operating condition.
- 8) Maintain tools and equipment in good working order.
- 9) Assist the Shop Foreman in scheduling the progression of vehicles through the shop.
- 10) Take the lead role in the absence of the Shop Foreman.

**SENIOR SERVICE TECHNICIAN(Continued)**

- 11) Perform other incidental tasks consistent with the goals and objectives of this position.
- 12) Ability to work in a constant state of alertness and safe manner.

**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 as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 8  
Group 9 of the ESP Salary Schedule  
DOE Job Code 78024**

**Board Approval 01/14/2020**