



**JOB DESCRIPTION**  
Fleet Maintenance Mechanic

<b>DIVISION:</b> Office of Operations	<b>GRADE:</b> MEC
<b>DEPARTMENT:</b> Transportation	<b>WORK DAYS:</b> 261
<b>REPORTS TO:</b> Fleet Foreman	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASSIFICATION:</b> Classified	<b>DATE:</b>

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

**POSITION SUMMARY**

The Fleet Maintenance Mechanic inspects, diagnoses, repairs and services mechanical issues on district vehicles and equipment. The incumbent performs work in compliance with established safety procedures, meeting or exceeding industry and manufacturer estimated work times. A Fleet Mechanic must also be able to drive any vehicle in the fleet and be available for on-call status as needed.

Shop is open from 4:00 a.m. – 12:00 a.m. Monday through Friday. The shop is open from 4:00 am to 12:00 am (midnight) Monday – Friday. There are instances when the shop may close later or open earlier based upon the needs of the students.

**MINIMUM REQUIREMENTS**

***EDUCATION:***

- High School Diploma or GED required.

***CERTIFICATION/LICENSE:***

- ASE (Automotive Service Excellence) OEM and EPA 609 certifications preferred.
- CDL license with air brake, passenger and school bus endorsement must be obtained within 3 months of hire date.
- Must supply a locking toolbox, mandated hand-tools and appr

***WORK EXPERIENCE:***

- 1 year of fleet maintenance experience in heavy diesel, truck or bus repair, service, or fleet maintenance.

**KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of original equipment manufacturer (OEM) parts and vehicle repair.
- Demonstrate interpersonal skills and strong communication skills.
- Ability to make decisions and problem solve relative to urgency.



- Ability to prioritize and coordinate a multitude of tasks.
- Must have background and knowledge of all aspects of fleet operations.
- Must have good math aptitude.
- Proficient computer and keyboarding skills.
- Diagnostic skills.
- Attention to detail.

### **ESSENTIAL DUTIES**

- Receives, reads, interprets documents and closes work orders.
- Performs complex diagnostics on all vehicle systems.
- Determines appropriate maintenance and repairs on all vehicle components that include, but are not limited to: brakes, engine components, transmissions, suspension components, steering components, coolant systems, air conditioners, lifts, fuel systems, exhaust systems and vehicle electrical systems, and other components on gasoline and diesel powered engines
- Performs state required bus inspections
- Receives work orders, inspects according to state standards, performs complex diagnoses and repairs within predetermined time standards
- Performs service road calls
- Accurately diagnoses the issue while using required safety procedures
- Accounts for all work performed on a work order and accounts for all parts and supplies used for repairs
- Performs heavy physical labor in a variety of outdoor conditions
- Willing to work flexible shifts, holidays, evenings and weekends
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** See Additional Work Conditions & Physical Abilities Section.

**Hearing:**

**Speech:**

**Upper Body Mobility:**

**Strength:**

**Environmental Requirements:**

**Mental Requirements:**

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** High noise environment. Exposure to high dust, dirt, grease, bright lights, dust, fuel, smoke, fumes, dirt, grease and chemicals. Requires extensive safety training and/or protective devices. Regular exposure to moving machinery and/or vehicles. Climbing



***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***