

## Mechanic Job Description

**Position Title:**

Mechanic

**Location:**

Central Office

**Evaluated by:**

Transportation & Maintenance Manager, Superintendent

**Duties and Responsibilities:**

1. Be cordial to all employees.
2. Attend professional development as appropriate.
3. According to FERPA, keep all student personal, academic, and behavioral information confidential.
4. Read and follow Richland Parish's *Policy & Procedures* (available in Transportation & Maintenance Manager's office).
5. Complete and submit required reports within specified time lines.
6. Prepare job cost analysis.
7. Prepare bill for ordering supplies.
8. Practice safe job practices.
9. Dress appropriately (closed heeled shoes/no revealing clothing).
10. Maintain and repair Richland Parish School System's buses and other system vehicles..
11. Conduct only tasks that are identified on Richland Parish School Board work orders or those identified by Transportation & Maintenance Manager.
12. Conduct any other duties for the efficient running of the Richland Parish School System.

**Qualifications:**

- Satisfactory score on California Achievement Test
- Minimum age 20 years
- Criminal record check upon employment
- Maintain appropriate license/skills to conduct job responsibilities

**Terms of Employment:**

12 months

\_\_\_\_\_  
Mechanic

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date