



Little Rock School District

JOB DESCRIPTION

Position Title: Mechanics (Trade Specialist)

Prepared Date: 01/28/2022

JOB GOAL:

To maintain all Maintenance Department vehicles in a condition of operating excellence, cleanliness and safety. To maintain all custodial equipment and grounds equipment in a condition of operating excellence.

TERMS OF EMPLOYMENT:

Twelve (12) Months month (245 days) contract, Pay 802 Grade 10, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**

Non-Exempt

QUALIFICATIONS:

1. High school diploma.
2. Four years of successful experience in mechanical work.
3. Technical certification required.
4. Evidence of successful experience in custodial equipment, small engine repair and auto maintenance.
5. Must have a valid Arkansas Driver's License.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Inspects and repairs lawn mowers, tractors, vacuum cleaners, buffers, etc.
2. Services department vehicles to cover general and preventive maintenance.
3. Maintains a system whereby regular inspections are made on brakes and other factors that make for safe driving.
4. Keeps records on maintenance and operation of vehicles.
5. Maintains the shop area by:
 - a. Keeping it reasonably clean.
 - b. Seeing that it is locked when it should be.
 - c. Seeing that tools are taken care of.



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6. Performs other duties as required.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.