

Muscogee County Schools

Auto Diesel Mechanic II (544R2)

JOB POSTING

Job Details

<i>Posting ID</i>	544R2		
<i>Title</i>	Auto Diesel Mechanic II		
<i>Description</i>	POSITION TITLE:	Auto Diesel Mechanic II	FLSA: Non-Exempt
	SALARY:	Grade 16, \$13.62-\$15.29	WORK DAYS: 249
	LOCATION:	Transportation Department	REPORTS TO: Supervisor

PRIMARY FUNCTION: The primary function of this position is ensuring the availability of vehicles in safe operating condition includes determining needed repairs and/or replacements on district vehicles; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state, and federal requirements.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
Certification/License Required: Valid Georgia driver's license; COL with passenger endorsement must be obtained as part of the job requirements within 90 days from the date of hire.
2. Experience: Required. Pay is based on work experience
Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances
3. Knowledge, Skills, & Abilities: Written and oral communication; electro-mechanical abilities; methods of maintaining vehicles, methods of storage and removal of hazardous materials; and safety practices and procedures; strong knowledge of the principles of operation of gasoline and diesel engines.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Takes direction from the assigned trade person and accurately completes all assigned work in a timely manner.
Promotes good relations and displays a positive image with customers, the public and peers.
3. Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
Maintains the proper parts inventory on the District vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
4. Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
Plans, stages, and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade.
5. Initiates and completes assigned projects in a timely and accurate manner.
6. Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
7. Performs other duties as assigned by appropriate administrator.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$13.62 to \$15.29
<i>Salary Code</i>	Per Hour	<i>Job Category</i>	Maintenance
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Classified
<i>Location</i>	Transportation Department	<i>Posting Status</i>	Active

The Muscogee County School District is accepting on-line applications for Support, Professional and Certified Positions.

Benefits include (when placed in a full time position):

- Health, Dental Insurance and Life Insurance
- Paid sick days
- Vacation -depending on type of position
- Retirement Plan
- 403B Options

To Apply:

1. Create an On-Line Account with a User name and Password

Go to our website www.muscogee.k12.ga.us

- Click "Employment" on the homepage.
- o Click "Job Postings".
- e Select the job that you would like to apply for by clicking on the job or using the 'Search' field under 'Job Listings', type in the search box for a particular job.
 - o For example type in Culinary Technician job posting should appear -You may click on the Job Title for information regarding the position.
- To apply, click on 'Apply for the position' located on the right side of the screen. o If you have not completed an online application before, you will need to create a new account and apply. (This is at the bottom of the 'I am a new applicant' column on the left side of the page.)
- If you have completed an online application previously, you will need to login with the Username and Password. This information is located in the middle section of the page under the heading 'I already have a Recruit & Hire account with Muscogee County Schools'.

(If you have forgotten your login information, you may click on "I forgot my Username or Password" to reset. This is located at the bottom of the middle column.)

- Complete the online application for the position that you are applying for. o References require a valid email address be provided for each.
(Please note references call not be friends, family, coworkers or neighbors.)

Click on 'SAVE & SUBMIT'.

After your online application is submitted, it will be reviewed by the Coordinator.

Once you have completed the online application:

2. Please ensure that you have the following supporting documents requested attached to application:

- Educational Requirements -Transcripts, HS Diploma/GED
- Certifications needed for the position
- Resume of Work History
- Letter of Interest for the position that you are applying for.

In order to expedite this process, documents can be uploaded to your online application, faxed to Chandra Henry or Kevin Shirley at (706) 748-2040 or delivered to

Muscogee County Public Education Center
Human Resource Division, 2¹¹ Attention: Floor
Chandra Henry
2960 Macon Road
Columbus, Georgia 31906

If you have questions concerning the application process or needed documents, please contact Chandra Henry, Applicant Tracking Specialist @ (706) 748-2027 or Kevin Shirley at (706) 748-2079.

The Muscogee County School District is an Equal Opportunity Employer