

**Mechanic**  
Classification Level NE 4  
Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**Internal & External: 10/1/2025**

**Hours: Up to 40/week**

**Apply To: Mike Comstock**

**REPORTS TO:** Transportation Manager

**HAS DIRECT REPORTS?** Yes

**JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Mechanic will assume responsibility for the maintenance and safety of all KAC vehicles. This includes onsite maintenance, safety training and service documentation for a fleet of 30 vehicles.

**TYPICAL RESPONSIBILITIES:**

1. Responsible for preventive maintenance and repairs of all KAC vehicles.
2. Must be familiar with 12 volt electrical systems including wiring, switches, relays & wheelchair lifts.
3. Must document work performed and file it in vehicle folders and computer database.
4. Schedule any necessary repair work with outside vendors, including warranty work.
5. Write purchase orders for and maintain appropriate inventory levels of consumable items and spare parts (fluids, wiper blades, fuses etc.)
6. Follow all federal and state mandated procedures.
7. Responsible for the safety in the garage area including proper disposal of hazardous waste.
8. Responsible for the successful completion of the annual state safety inspection of all buses/vans.
9. Responsible for job order systems including documentation of work to be performed.
10. Responsible for maintaining the MSDS book for the garage.
11. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
12. Perform other duties as assigned by the Transportation Manager.

**OCCASIONAL RESPONSIBILITIES:**

1. Wash & sweep out vehicles.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**QUALIFICATIONS:**

- Vocational training in auto mechanics
- At least 3 years of experience in vehicle maintenance.
- Must have own tools.
- Must be able to read, write and maintain vehicle maintenance records.
- Valid driver's license with good driving record
- Must pass a D.O.T. physical and drug test as necessary.

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 9/30/2025

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**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 70 % of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 90 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.