



# BURNET

## Consolidated ISD

**Job Title:** Vehicle Mechanic  
**Reports To:** Lead Mechanic  
**Dept./School:** Transportation

**Exemption Status:** Non-Exempt  
**Job Code #:** 4616  
**Date Revised:** 03/2016

---

### **Primary Purpose:**

Perform major and minor mechanical repairs with minimum supervision to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures.

### **Qualifications:**

#### **Education/Certification:**

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements  
High school diploma or GED  
First Aid Certificate  
TEA School Bus Certification  
SAMA Certification  
EPA Motor Vehicle Air Condition Certificate  
State of Texas State Vehicle Inspector Certification (completed within six (6) months)

#### **Special Knowledge/Skills:**

Must be 21 years of age  
Knowledge of diesel and gasoline engine maintenance and repair  
Knowledge of auto parts and terminology  
Ability to diagnose mechanical problems and perform repairs  
Ability to operate equipment and tools necessary in vehicle repair  
Ability to lift heavy equipment and vehicle parts  
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam  
Ability to complete TEA required bus driver safety certification  
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals  
Ability to access and use printed service materials  
Ability to communicate effectively with others  
Ability to use computer software effectively  
Ability to follow written and verbal instructions  
Ability to work independently  
Ability to respond after hours when needed  
Ability to operate bus

#### **Experience:**

Two (2) years experience as a mechanic. Automotive Service Excellence (ASE) or similar technical certificate preferred.

### **Major Responsibilities and Duties:**

1. Perform minor and major mechanical repairs, preventive maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner with minimal supervision. Requires utilization of automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks, lift equipment, etc.



# BURNET

## Consolidated ISD

2. Service vehicles according to established preventive maintenance schedule and maintain accurate, updated records of preventive maintenance.
3. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
4. Perform welding and minor body work.
5. Diagnose and repair air conditioning and heating systems in all district vehicles.
6. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
7. Report and consult with supervisor and department Director on repair problems.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules.
10. Maintain accurate records of time and materials required to perform repairs and service in designated system.
11. Perform road calls as directed by department Director.
12. Perform all duties of school bus driver and monitor as directed by department Director.
13. Attend all required training as directed.
14. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

### **Supervisory Responsibilities:**

None.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

**Posture:** Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

**Mental Demands:** Maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

---

Employee Signature:

Date: