

Hays Consolidated ISD

Mechanic - Transportation (1074 - 09142017)

JOB POSTING

Job Details

Title **Mechanic - Transportation**
Posting ID **1074 - 09142017**
Description Wage/Hour State: **Non-Exempt**
Pay Grade: **AU09 (248 Days)**

Primary Purpose:

To perform skilled motor vehicle, automotive, bus repairs, and preventive maintenance work.

Qualifications:

Minimum Education/Certification:

High school diploma or equivalent
Valid Texas CDL-A License with Passenger and School Bus endorsements
Valid Texas School Bus Driver Certification
Must pass school bus driver physical examination for physical and emotional stability
Must possess and maintain an acceptable motor vehicle record
ASE or TASBT Certification preferred

Special Knowledge/Skills:

Must have thorough knowledge of automobile and truck functions, air-conditioning systems, welding process, transmissions, drive lines, brake systems, cooling systems, HCISD policies and procedures, motor vehicle laws, and all operating functions of the various vehicles
Must have excellent work habits and be able to follow oral and written instructions
Must be able to work independently and make responsible decisions in emergency situations
Ability to effectively communicate in English (read, write and speak)
Must be able to keep accurate written and computer records
Knowledge of diesel and gasoline engines and components
Must be able to use diagnostic equipment to identify electrical and mechanical problems, and perform repairs
Knowledge of air brake systems
Knowledge of body work repair procedures
Must be able to use the automated fuel dispensing system.

Experience:

At least two years in diesel bus and truck repair, four years total experience doing complex mechanical work

Major Responsibilities and Duties:

1. During each school bus preventive maintenance (4000 miles or as designated), inspect, adjust and repair brake defect(s) found.
2. Perform daily repairs on specific malfunctions as reported by bus drivers.
3. Knowledge of the automated fuel dispensing system
4. Respond to breakdowns and/or accidents as quickly as possible. Determine if repairs are to be made on site, or transport disabled vehicle to the terminal.
5. Perform major and minor repairs as assigned.
6. Be knowledgeable in processing invoices and purchase orders in compliance with District Purchasing Policy.
7. Responsible for obtaining necessary parts.
8. Keep detailed records of work performed and parts used.

- 9. Must be licensed by the Department of Public Safety to perform state and DOT motor vehicle inspections.
- 10. Serve as a substitute bus driver when necessary, to satisfy department operational needs.
- 11. Attend all in-service training classes and professional development as required by the district and/or transportation department.
- 12. Assist Shop Foreman in implementing shop procedures and policies through example and instruction to others.
- 13. Practices safe work habits and uses personal protective equipment when required.
- 14. Submit to Drug and Alcohol Testing as required by Board Policy and Federal Law.
- 15. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

School bus and all related equipment, vehicle diagnostic and repair equipment.

Working Conditions:

Physical Demands:

Frequently required to bend, crawl, and reach to service vehicles; routinely lift and carry parts and equipment 15-75 pounds; possess manual dexterity to complete projects in a craftsman fashion.

Environment:

Work around moving objects or vehicles; fumes; solvents; grease and oil; may work under conditions of inclement weather.

Mental Demands:

Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

Shift Type

Full-Time

Salary Range

\$20.91 - \$25.50 / Hourly (Nonexempt)

Location

Transportation

Applications Accepted

Start Date

09/14/2017

End Date

09/24/2017