

Little Cypress-Mauriceville CISD

Job Title:	Head Mechanic	Wage/Hour Status:	Nonexempt
Reports to:	Director of Transportation	Pay Grade:	Auxiliary Group 5
Dept./School:	Transportation	Date Revised:	12/1/2002

Primary Purpose:

Perform major mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles.

Qualifications:

Education/Certification:

Valid Texas commercial driver's license (Class B)

Special Knowledge/Skills:

Advanced knowledge of diesel and fuel engine maintenance and repair
Ability to diagnose mechanical problems and perform repairs independently
Ability to operate equipment and tools involved in vehicle repair
Ability to lift heavy equipment and vehicle parts
Ability to pass alcohol and drug test
Ability to pass required bus driver safety training
Acceptable driving record
Ability to operate bus

Experience:

Five years experience as mechanic

Major Responsibilities and Duties:

Maintenance and Repair

1. Evaluate mechanical problems in vehicles using diagnostic equipment.
2. Help mechanics evaluate minor mechanical problems.
3. Inspect repairs completed by mechanics.
4. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, etc.
5. Check and repair electrical and cooling systems.
6. Install heaters and similar accessories.

7. Do welding and perform minor body work.
8. Estimate time and materials required to perform major repairs.
9. Analyze engine performance and perform tune-ups as needed.
10. Perform routine vehicle maintenance and preventive care.
11. Maintain accurate, updated preventive maintenance records.
12. Help train mechanics and mechanic helpers.

Safety

13. Operate tools, equipment, and machinery according to prescribed safety procedures.
14. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
15. Help keep shop, equipment, and tools in safe operating condition.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

17. Operate buses and vehicles as needed.
18. Work irregular hours as needed.
19. Maintain accurate records of time and materials required to perform repairs and service
20. Perform other duties assigned by the supervisor.

Supervisory Responsibilities:

Monitor and direct work of mechanics and mechanic helpers.

Equipment Used:

Small hand tools, drill, drill press, grinder, air-powered tools, torch, jack, and lift equipment. School bus and district vehicles.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.