

Lead Mechanic

The position of **Lead Mechanic** at the **Transportation Department** at **East Central ISD** is available **immediately**. All individuals (district employees included) who are interested in this position must apply online through **Frontline** via the district website. The deadline for submitting an application is 4:00 p.m., Friday, March 23, 2018 or until position is filled.

Primary Purpose: Responsible for on-site leadership of vehicle mechanics and mechanic assistants. Perform major mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. Perform major and minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner and without supervision. Maintain accurate, up-to-date preventive maintenance records.
2. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, electrical, and cooling systems.
3. Estimate time and materials required to perform major repairs.
4. Assign work to vehicle mechanics and mechanic assistants and inspect completed work for quality.
5. Help train mechanics and mechanic assistants.
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. Ensure that shop, equipment, and tools are in safe operating conditions.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Maintain accurate records of time and materials required to perform repairs and service.
10. Operate buses and vehicles as needed.
11. Work under the supervision of the shop foreman.
12. Perform other duties as assigned by supervisor.

Note: Not all applicants will be interviewed. Each applicant's resumé, application, and other available information will be considered in the screening process. Only those persons currently meeting all of the minimum requirements will be screened.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Clear and valid Texas commercial driver's license with Passenger(P) and School Bus (S) endorsement
- Must be able to obtain DPS State Inspection and A/C certifications

SPECIAL KNOWLEDGE/SKILLS:

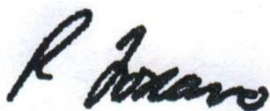
- Advanced knowledge of diesel and fuel engine maintenance and repair
- Ability to diagnose mechanical problems and perform repairs independently
- Ability to read and interpret documents such as rules, operating and maintenance instructions, and procedure manuals
- Must pass U.S. Dept. of Transportation alcohol and drug test and physical exam
- Must pass criminal history check
- Ability to operate a school bus
- Ability to communicate effectively with others
- year's experience as mechanic

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.

WORKING CONDITIONS: **Mental Demands/Physical Demands/Environment:** Maintain emotional control under stress. Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions. Moderate walking; frequent climbing, grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving. Heavy lifting and carrying (45 pounds and over) on a daily basis. 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.

PERIOD OF EMPLOYMENT: 261 days

SALARY: Auxiliary Pay Grade 408



Rolando Toscano
Superintendent of Schools

An Equal Opportunity Employer