

## JOB DESCRIPTION/POSTING

**POSITION TITLE:** Mechanic

**PRIMARY PURPOSE:** Perform mechanical repairs to ensure proper performance and safety of district vehicles. Work on projects assigned, follow established procedures.

**QUALIFICATIONS:**

**EDUCATION/CERTIFICATION:**

Valid Texas commercial driver's license (Class B)

**SPECIAL KNOWLEDGE/SKILLS:**

Mechanic:

Ability to diagnose mechanical problems and perform repairs with general supervision

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

Ability to operate bus

General:

Ability to follow verbal and written instructions

Ability to communicate effectively (verbally)

Ability to work independently and with a group

New  Revised

Date: June 8, 2015

Pay Grade: 5

Pay Range: \$14.34 - \$16.87 (per hour)

Approved by: Tommy Riggs

(Compensated for 261 days which includes 10 holidays, 10 vacation days, and 241 work days)

**RESPONSIBILITIES:**

- Complete repairs as requested on work orders or by Lead Mechanic and/or Director of Transportation
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Use diagnostic equipment to evaluate mechanical problems in vehicles
- Perform major and minor mechanical repairs
- Do welding and minor body work
- Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels
- Maintain accurate, updated records of preventive maintenance
- Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed
- Perform preventative maintenance, including bleeding of air tanks on shop equipment according to established schedules
- Operate tools, equipment, and machinery according to prescribed safety procedures
- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately
- Help keep shop, equipment, and tools in safe operating condition
- Maintain accurate records of time and materials required to perform repairs and service
- Operate buses and other vehicles as needed
- Work irregular hours as needed including rotations being on call for emergency support
- Perform other duties as assigned

**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors**

- Continual walking standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying
- Work outside and around moving objects and/or vehicles
- Exposure to extreme temperatures, chemicals, and loud noises
- Frequent district wide travel
- Occasional out of district travel

**APPLICATION OPTIONS:**

Complete online application at [https://webapps.forneyisd.net/prod\\_site/admin\\_hr.html](https://webapps.forneyisd.net/prod_site/admin_hr.html) and upload letter of interest, resume, and any other supporting documents at the conclusion of the online application submittal. E-mail [hrdept@forneyisd.net](mailto:hrdept@forneyisd.net) or call the Human Resources Department, at 972-564-4055, ext. 1055 with any questions.

**APPLICATION DEADLINE: Until Filled**

Forney Independent School District is an Equal Opportunity Employer

The Forney ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_