

Manor Independent School District

Bus Mechanic (350)

JOB POSTING

Job Details

<i>Title</i>	Bus Mechanic
<i>Posting ID</i>	350
<i>Description</i>	Job Title: Mechanic Department/Campus: Transportation Pay Grade: Operational/Technical Pay Structure
	Primary Purpose: Perform minor mechanical repairs to ensure proper performance and safety of district vehicles. Work on projects assigned, follow established procedures.
	Education/Certification: Valid Texas commercial driver's license (Class B)
	Special Knowledge/Skills: <ul style="list-style-type: none">• 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 required bus driver safety training• Ability to pass alcohol and drug test• Acceptable driving record• Ability to operate bus
	Experience: Two years experience as mechanic
	Major Responsibilities and Duties: <ul style="list-style-type: none">• Use diagnostic equipment to evaluate mechanical problems in vehicles.• Perform minor mechanical repairs.• Help lead mechanic complete major 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.• Demonstrate process of preventive maintenance and visual inspections to mechanic helpers.• Perform preventive maintenance; including bleeding of air tanks, on shop equipment according to established schedules.• Operate tools, equipment, and machinery according to prescribed safety procedures.• Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.• 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.• Perform other duties as assigned by supervisor.
	Supervisory Responsibilities: None
	Equipment Used:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment, school bus and district vehicles

Professional Conduct:

- Maintain professional interactions with staff, parents, community and visitors.
- Demonstrate the ability to remain calm and withstand pressures.
- Demonstrate flexibility to change in routine and adapt quickly to changing situations.
- Demonstrates respect, courteous to peers and visitors and assist fellow workers willingly.
- Avoid gossip, or speaking badly about the district and district personnel.

Working Conditions

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching

Physical Demands/Environmental Factors/Mental Demands:

Maintain emotional control. 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.

Shift Type

Full-Time

Salary Range

\$20.52 - \$25.03 / 255 days / Per Hour

Location

Transportation

Applications Accepted

Start Date

02/28/2018