



# NORTH EAST INDEPENDENT SCHOOL DISTRICT

## LEAD MECHANIC BUS FLEET

CLOSE DATE: 05/17/2018

### **RESUME MUST BE SUBMITTED WITH APPLICATION**

Location: Broadway Complex  
Work Schedule: 260 Days  
Work Type: Regular Full-Time  
Exempt: No  
Pay Grade: \$18.53/hr - \$22.06/hr

#### **EDUCATION AND EXPERIENCE:**

\* High School Diploma or General Education Degree (GED)\*

\*One year certificate from college or technical school; or three years related experience and/or training; or equivalent combination of education and experience

#### **CERTIFICATION/LICENSE:**

Region 20 School Bus Driver Safety Training Certification

Hold or obtain within ninety (90) calendar days of employment a Texas State Inspection License

Hold or obtain within ninety (90) calendar days of employment an Air Conditioning/Refrigerant Recycling License

*High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.*

#### **PRIMARY PURPOSE SUMMARY:**

Responsible for repairing, maintaining and adding equipment to all the District's "on road" vehicles to include state and other inspections, all preventive maintenance inspections and repairs in accordance with manufacturers recommendations. Responsible for assigning work to employees under supervision of the Lead Mechanic.

#### **ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:**

1. Utilizes diagnostic equipment to analyze mechanical and electronic problems on electronic engines, transmissions and ABS brake systems on a wide variety of vehicles and corrects them with a minimal amount of direct supervision.
2. Services air conditioning systems to include troubleshooting electrical components and installation of complete air conditioning systems on vehicles.
3. Troubleshoots electrical systems and components using a computerized multi-meter to check for voltage, amps, ohms and current draw.
4. Performs drivability test to insure safe operation of vehicles after completion of maintenance and/or repairs.
5. Inspects body damage; repairs and paints a variety of vehicle bodies.
6. Utilizes cutting torch, Mig arc welders and power band saw to fabricate and to repair brackets or bracing
7. Assists all District drivers with adjustments on vehicles.
8. Travels to a broken down vehicle "on the road", analyzes the problems and repairs if possible or requests a wrecker.
9. Communicates status of vehicles to dispatcher over a two-way radio.
10. Services vehicles according to established preventive maintenance schedules.
11. Possess working knowledge and ability to repair air and hydraulic brake systems.
12. Inspects and performs complete brake jobs on all District vehicles.
13. Inspects and repairs all wheel chair lifts - electrical and hydraulic systems.

14. Demonstrates process of preventive maintenance and other maintenance tasks to shop helpers.
15. Maintains, updates and submits accurate maintenance records.
16. Records all parts, materials and time to perform repairs and services.
17. Operates buses and other vehicles as needed.
18. Ensures vehicles are being repaired in a timely manner.
19. Assists mechanics with trouble shooting and repair of District vehicles.
20. Schedules work to be brought into the shop from outside and within the department.
21. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
22. Works with hazardous chemicals and materials in accordance with safety procedures.
23. Helps keep shop, equipment and tools in safe operating condition.
24. Works irregular hours as needed.
25. Maintains confidentiality of all information.
26. Occasionally required to drive School Bus and other District vehicles in the performance of assigned tasks.
27. Reports to work on time every day.
28. Performs all other tasks and duties as assigned.

**QUALIFICATION REQUIREMENTS:**

- Successful completion of a pre-employment physical examination to include vision, hearing, alcohol and drug testing and an acceptable driving record documented by a Motor Vehicle Records Check
- Working knowledge and ability to repair air and hydraulic brake systems
- Responsible for buying own tools and having all tools needed to complete a wide range of maintenance tasks - On average of approximately \$15,000.00 in tools
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization
- Possess or obtain within ninety (90) calendar days of employment, a Valid Texas Class "B" Commercial Driver's License with School Bus (S), Passenger (P) and Brake Endorsements and a driving record that meets the requirements of the Texas Department of Public Safety School Bus Certification and the District

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**While all applications will be reviewed, not all applicants will be interviewed.  
NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

**To apply, please visit the following website:**

<https://www.neisd.net/>

**For online application assistance please call (210) 407-0188- 8:00 AM- 4:30 PM Monday - Friday.**