

SWEENY INDEPENDENT SCHOOL DISTRICT
Job Description

Mechanic

Job Title: Mechanic

Reports To: Ex. Dir. of Business & Support Services

Pay Grades: MTR 8

Dept./School: Transportation

Date Revised: November 2010

Primary Purpose:

Perform major 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:

Must be 18 years of age

Ability to diagnose mechanical problems and perform repairs independently or 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 complete required bus driver safety training and physical

Acceptable driving record

Acceptable criminal history check with fingerprinting

Ability to operate bus

Experience:

Two years experience as mechanic

Major Responsibilities and Duties:

Maintenance and Repair

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Perform minor mechanical repairs.
3. Help lead mechanics complete major repairs.
4. Do welding and minor body work.
5. 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.
6. Maintain accurate, updated records of preventive maintenance.
7. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
8. Demonstrate process of preventive maintenance and visual inspections to mechanic helpers.
9. Perform preventive maintenance including bleeding of air tanks, on shop equipment according to established schedules.

Safety

- 10. Operate tools, equipment, and machinery according to prescribed safety procedures.
- 11. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
- 12. Correct unsafe conditions in work area and report any conditions that are no correctable to supervisor immediately.
- 13. Help keep shop, equipment, and tools in safe operating condition.
- 14. Comply with all applicable traffic regulations.

Professional Growth and Development

- 15. Work with minimum supervision
- 16. Take necessary steps to improve skills as a mechanic by attending assigned classes.
- 17. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.

Other

- 18. Operate buses and vehicles as needed.
- 19. Work irregular hours as needed.
- 20. Maintain accurate records of time and materials required to perform repairs and service.
- 21. Maintain a professional relationship with colleagues, students, parents, and community members.
- 22. Perform other duties as assigned.

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, 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 reading. 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.

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: _____ Date: _____

Supervisor: _____ Date: _____