

**Division: Transportation**

**Status: Non-Exempt**

**Reports to: Shop Foreman/Lead Mechanic**

**Pay Grade: Aux 5**

**Terms: 230 Days**

**Primary Purpose**

Performs duties as assigned, which could include all necessary vehicle repairs.

**Qualifications**

**Education/Certification**

1. High School Diploma or GED
2. or Possession of a work permit
3. Valid Texas commercial driver's license and good driving record

**Special Knowledge/Skills**

1. Effective communication and interpersonal skills.
2. Demonstrated mechanical aptitude and ability.
3. Ability to understand and execute verbal and written instructions.
4. Must be cooperative and show initiative towards improving skills.
5. Ability to work productively with minimal supervision.
6. Two years automotive or truck mechanical repair experience. This can be hands-on, classroom training, or a combination of both.
7. Certification by the Automotive Service Excellence testing program in a minimum of two service areas.

**Major Responsibilities and Duties**

1. Evaluates and performs all necessary vehicle repairs and other duties as assigned, within the qualification level obtained, indicating to the supervisor when repairs are completed and another job assignment is required. Immediately requests assistance of the Shop Foreman or Lead Mechanic when needed repairs are beyond current qualification level.
2. Analyze and tune engines through the use of engine analyzers.
3. Capable of overhauling engines, brakes, front and rear suspensions.
4. Furnish personal basic hand tools.
5. Take initiative to improve skills as a mechanic.
6. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
7. Research district policy, precedent, and current practices prior to taking action.
8. Participate as an effective team member who contributes to district, department, and content goals.

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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.

The Clear Creek Independent School District is an equal opportunity employer. CCISD does not discriminate against any employee or applicant because of race, religion, gender, age, national origin or disability.

## Mechanic II

9. Demonstrate integrity and ethics.
10. Display proficient levels of technology applications.
11. Maintain punctuality in daily work times, appointments, and meetings.
12. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
13. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
14. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
15. Has all major repairs inspected and approved by the Shop Foreman or Lead Mechanic before the vehicle is released for service.
16. Maintains a safe, clean productive and efficient work area.
17. Identified and reports any repairs found to be necessary whether or not previously assigned. Indicates any necessary repairs that are above current qualification level.
18. Records time spent, parts used and repairs on the appropriate forms provided as each activity is completed.
19. Immediately brings unsafe practice or conditions to the attention of the Shop Foreman.
20. Ensures compliance of work and work area with appropriate state and federal regulations regarding equipment and equipment maintenance.
21. Immediately brings abnormal instances of vehicle abuse and major mechanical problems to the attention of the Shop Foreman.
22. Other duties as assigned by the Shop Foreman.

### Working Conditions

#### Mental Demands

1. Effective communication; ability to maintain emotional and professional control in all circumstances
2. Maintaining emotional control under stress; working around high noise levels

#### Physical Demands/Environmental Factors

1. Moderate walking, standing, climbing, stooping, bending, reaching; heavy lifting and carrying; working outside and inside; exposure to extreme temperatures and vehicle fumes; working around moving objects and machinery with moving parts.

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I have read and understand the responsibilities and duties as described in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
District Location

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Date

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