

## Dripping Springs ISD

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<b>Job Title:</b>	Bus Mechanic	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports to:</b>	Director of Transportation and/or Shop Foreman	<b>Pay Grade:</b>	Manual Trades 5 Manual Trades 6
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	5.2.2017

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### **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) with appropriate endorsements or ability to obtain immediately  
Prefer ASE and/or TASBT Certification  
Certified Texas Vehicle Safety Inspector and DOT Safety Inspector (or ability to become certified)

#### **Special Knowledge/Skills:**

Ability to diagnose mechanical problems and perform repairs  
Ability to operate equipment and tools involved in vehicle repair  
Ability to lift heavy equipment and vehicle parts  
Ability to communicate effectively  
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals  
Ability to pass US DOT alcohol and drug test and annual physical exam  
Ability to pass required bus driver safety training and obtain valid certificate  
Ability to operate bus  
Knowledge of student discipline procedure  
Ability to manage student behavior

#### **Experience:**

Two years' experience as mechanic  
Experience with diesel and gasoline engines

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Maintenance and Repairs**

1. Perform mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in timely and efficient manner with minimal supervision.
2. Service vehicles according to established preventative maintenance schedule and maintain accurate, updated records of preventative maintenance.
3. Use diagnostic equipment to evaluate mechanical problems in vehicles.
4. Do welding and minor body work.
5. Repair and/or replace tires, which involve the use of hand tools, air ratchets, tire balancing machine and tire mounting machine.
6. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
7. Demonstrate process of preventive maintenance and visual inspections to mechanic helpers when applicable.

8. Perform preventive maintenance; including bleeding of air tanks, on shop equipment according to established schedules.

**Safety**

1. Operate tools, equipment, and machinery according to prescribed safety procedures.
2. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
3. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
4. Keep shop, equipment, and tools in safe operating condition and perform preventative maintenance on shop equipment according to established schedules.

**Other**

1. Maintain accurate records of time and materials required to perform repairs and service.
2. Safely operate buses and other vehicles as needed in accordance with bus driver duties.
3. Work irregular hours as needed.
4. Interact positively with employees and the community to provide needed information and to promote the District in a favorable manner.

**SUPERVISORY RESPONSIBILITIES:**

None.

**MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

**Tools/Equipment Used:**

Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

**Posture:**

Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions.

**Motion:**

Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving.

**Lifting:**

Heavy lifting and carrying (45 pounds and over) on a daily basis.

**Environment:**

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours .

**Mental Demands:**

Maintain emotional control under stress.

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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.*

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Received By: \_\_\_\_\_  
(Print Employee Name)

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

Date: \_\_\_\_\_