



Job Title: Mechanic Assistant **Wage/Hour Status:** Non-exempt
Reports to: Shop Supervisor **Pay Grade:** 4
Dept./School: Transportation Department **Date Revised:**

Primary Purpose:

Help and Assist on mechanics repair and maintenance of all vehicles.

Qualifications:

Education/Certification:

Valid Texas Commercial Driver's License (Class B) - preferred

Special Knowledge/Skills:

Ability to diagnose minor mechanical problems and perform repairs with general supervision
Ability to operate tools and equipment involved in vehicle repair
Ability to lift heavy equipment and vehicle parts
Acceptable driving record
Ability to operate bus

Special Requirements:

Maintain current Texas commercial driver license
Pass annual criminal record check
Pass annual Texas Department of Public safety driving record check
Pass annual Texas Department of Public safety medical examination
Pass drug and alcohol test at any time
Maintain current Texas Education Agency school bus driver certificate

Experience:

At least two years of experience in minor vehicle repair and maintenance.

Major Responsibilities and Duties:

Maintenance and Repair

1. Perform mechanical repairs or work under supervision of a mechanic to repair or replace tires, bulbs, seats, windows, and accessories.
2. Disassemble simple components and clean parts for re-assembly.



3. Assist mechanics with lifting and maneuvering heavy parts and components.
4. Request parts and tools for mechanics as needed.
5. Check fluid levels and replace oil, water, battery, and other fluids as needed.
6. Help in maintain accurate, updated records of preventive maintenance.
7. Inspect, repair, change, and rotate tires.
8. Clean, shop floors, stalls, driveways, tools, buses, and equipment.

Safety

9. Operate tools, equipment, and machinery according to established safety procedures.
10. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

12. Operate buses and vehicles as needed.
13. Record use of diesel/gas by buses daily.
14. Perform other duties as assigned by supervisor.

Supervisor Responsibility:

None.

Equipment Used:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torch wrench, jacks, lift equipment, and district vehicles.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposed to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.



**LOS FRESNOS
CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

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.

Approved by _____

Date: _____

Reviewed by _____

Date: _____