



JOB TITLE: Mechanic

Wage/Hour Status: Nonexempt

Reports To: Shop Supervisor

Pay Grade: 5

Dept./School: Transportation

Date Revised: November 2010

Primary Purpose:

Perform mechanical repairs to ensure proper performance and safety of district vehicles. Work on projects assigned. Follow established procedures.

Qualifications:

Education/Certification:

High School Graduate/GED

Valid Texas Commercial Driver's License with p-passenger and s-school bus endorsement

Special Knowledge/Skills:

Ability to diagnose mechanical problems and perform repairs with general supervision

Ability to operate equipment and tools involved in vehicle repair

Ability to lift heavy equipment and vehicle parts

Acceptable driving record

Ability to operate bus (preferred)

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 Educational Agency School bus driver certificate (preferred)

Experience:

At least two years experience as mechanic (preferred)

Major Responsibilities and Duties:

Maintenance and Repair

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Perform mechanical repairs.
3. Help head mechanic complete major repairs.
4. Do welding and minor body work.
5. Service vehicles according to established preventive maintenance schedule

6. Complete work orders according to established procedures.
7. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
8. Perform preventive maintenance, including bleeding of air tanks, on shop equipment according to established schedules.

Safety

9. Operate tools, equipment, and machinery according to prescribed 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.
12. Help keep shop, equipment, and tools in safe operating condition.

Other

13. Maintain accurate records of time and materials required to perform repairs and service.
14. Operate buses and other vehicles as needed
15. Work irregular hours as needed.
16. Performs all duties in a safe manner including any required driving) to avoid injury to oneself and/or to others.
17. 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.

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.