



Classified Vacancy Vacancy 2018-2019 Richardson ISD

POSITION: VEHICLE MECHANIC -TRANSPORTATION

REPORTS TO: DIRECTOR OF TRANSPORTATION

PERIOD OF EMPLOYMENT: 12 MONTHS - DAYS: 261 **POSITION CONTROL #**

SALARY: LOCAL PAY GRADE: BGS **SALARY RANGE: \$42,512 - \$43,783**

PRIMARY PURPOSE:

- Perform major and minor mechanical repairs with minim supervision to ensure proper performance and safety of district vehicles
- Perform assigned work following established policies and procedures

QUALIFICATIONS:

- Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements
- High School Diploma or GED

SPECIAL KNOWLEDGE AND SKILLS:

- Knowledge of diesel and gasoline engine maintenance and repair
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Ability to access and use printed service materials
- Ability to communicate effectively with others
- Perform minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner with minimal supervision

MAJOR RESPONSIBILITIES:

- Work with lead mechanic to complete major repairs.
- Service vehicles according to established preventive maintenance schedule and maintain accurate, updated records of preventive maintenance
- Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed
- Do welding and minor body work
- Assign routine preventive maintenance tasks to mechanic helper and inspect completed work for quality
- Heavy lifting and carrying (45 pounds and over) on a daily basis
- Maintain accurate records of time and materials required to perform repairs and service
- Operate buses and other vehicles as needed
- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures

SAFETY:


- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules

APPLICATION PROCEDURE:

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>
The application must be complete and three electronic reference forms must be received to be considered.
Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.
Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED:


Christopher B. Goodson, Ed. D.
Asst. Superintendent, Human Resources

DATE:



EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.