

Comal ISD

Mechanic (1592)

JOB POSTING

Job Details

<i>Title</i>	Mechanic
<i>Posting ID</i>	1592
<i>Description</i>	Primary Purpose: Employee is responsible for the Preventative Maintenance Program and performs skilled motor vehicle, automotive, and bus repairs and preventive maintenance work. Follows District and Transportation Department policies and procedures. Maintains the highest level of ethical behavior with Campus Administrators, fellow employees and our community.
	Education / Certification: <ol style="list-style-type: none">1. High school diploma or GED2. Class B CDL License w/ P&S endorsements or have the ability to obtain a Class B CDL w/ P&S endorsements within 30 days of employment.3. Successful completion of classroom and behind the wheel (BTW) training.4. Licensed by the Department of Public Safety in order to perform state motor vehicle inspections (DOT and NON DOT) or have the ability to obtain a license by the Department of Public Safety within 90 days of employment.
	Experience / Other Requirements: <ol style="list-style-type: none">1. Must have at least two (2) years previous experience as a Mechanic.2. Experience in repair and maintenance of diesel and gasoline operated buses and / or trucks.3. Certification by the Automotive Service Excellence testing program as a Master Automotive Technician and / or a Master Truck Technician or Certification as a Master School Bus Technician is preferred.4. Must provide own hand tools to repair a wide variety of vehicles.
	Special Knowledge / Skills: <ol style="list-style-type: none">1. Knowledge of automobile, light and heavy duty trucks, air conditioning systems, transmissions, drive lines, brake systems, cooling systems and all operating functions of the buses.2. Must be up to date on new computer diagnostic equipment and emission standards. Be knowledgeable of parts and supplies. Must have a basic knowledge of computers and software programs used in troubleshooting and repairs of engine control systems. Need to learn Dossier maintenance system and maintain accurate records of all work performed.3. Excellent work habits and ability to follow oral and written instructions.4. Ability to keep accurate written and computer records, to communicate, and work with other personnel in a positive and cooperative manner.5. Take all necessary steps and opportunities to improve skills as a mechanic.6. Knowledge of Comal ISD policies and procedures as well as motor vehicle laws.7. Ability to work independently and make responsible decisions in emergency situations.8. Maintain an acceptable driving record for school bus drivers as defined by Texas Department of Public Safety.9. Must pass annual district physical and mental examination as required by Texas Department of Public Safety.10. Must pass a pre-employment and periodic drug and alcohol screening as required by federal law.11. Proficiently read, write, and communicate verbally in English.
	Major Responsibilities and Duties: <ol style="list-style-type: none">1. Performs all line maintenance as required for satisfactory operation to include repairs on district vehicle tires, periodic checks on tires, oil, gasoline, propane, diesel, water,

- grease, points, plugs, brake shoes, exhausts, lights, safety equipment, and steering systems.
2. Proficiently diagnose fleet vehicles to determine what repairs need to be made or what part needs to be exchanged as well as making the repairs or parts replacement. This will include but is not limited to vehicle electrical systems, automotive and bus air conditioning, brake systems (air/hydraulic) engine repair and preventive maintenance, engine overhaul (gas/diesel) automatic transmissions, suspension and drive train components.
 3. Performs daily repairs on specific malfunctions as reported by Bus Drivers and/or observed by the mechanic.
 4. Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
 5. Reports and consults with Lead Mechanic or Shop Supervisor on major repair problems.
 6. Checks incoming and outgoing repair requests.
 7. Checks and repairs electrical, heating, air conditioning and cooling systems.
 8. Responds to breakdowns and/or accidents as quickly as possible. Determines if repairs are to be made on sight or attempt to move the bus to the terminal.
 9. Remains on the job until it is completed. Responds to after hour emergencies and works irregular hours as needed.
 10. Helps maintain the shop bays in a clean and orderly manner.
 11. Records time spent, materials used and activities on Computer System (Dossier) as each task is completed.
 12. Maintains accurate, updated records of preventive maintenance and is knowledgeable in all aspects of the PM computerized software.
 13. Demonstrates process of preventive maintenance and visual inspections to Mechanic Helpers.
 14. Operates buses and other vehicles as needed. Operates tools, equipment, and machinery according to prescribed safety procedures and helps keep shop, equipment, and tools in safe operating condition.
 15. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc.
 16. Corrects unsafe conditions in work area and reports any conditions that are not correctable to Lead Mechanic or Shop Supervisor immediately.
 17. Maintains accurate records of time and materials required to perform repairs and service.
 18. Uses diagnostic equipment to evaluate mechanical problems in vehicles.
 19. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
 20. Maintain an exemplary attendance record.
 21. Performs other duties as assigned by Lead Mechanic and/or Shop Supervisor as required.

Equipment Used:

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

Supervisory Responsibilities:

Works with Mechanic Assistant.

Full-Time

Minimum - 17.57 / Per Hour

Transportation

Shift Type

Salary Range

Location

Applications Accepted

Start Date

06/01/2018