

**Job Title:** Lead Mechanic  
**Reports to:** Fleet Maintenance Supervisor  
**Dept/School:** Transportation  
**Pay Grade:** 07

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**PRIMARY PURPOSE:**

Technician is responsible for the performance of necessary repairs and upkeep of Tomball ISD district vehicles. The technician also works on projects assigned by the Fleet Maintenance Supervisor following established procedures.

**QUALIFICATIONS:**

**Minimum Education/Certification**

High School Diploma or GED  
Current ASE/TASBT Master Technician Certified preferred  
Capable of obtaining and maintaining a Texas School Bus Driver Certification card  
Brake Certification  
Valid CDL-Class A or B with Air Brake, P and S endorsements

**Minimum Experience**

Five years mechanical experience  
Current training on auto/truck maintenance and repair systems

**Special Knowledge/Skills**

Ability to diagnose mechanical problems and perform repairs with minimal supervision  
Ability to operate all shop equipment and tools involved in vehicle repair  
Ability to utilize and understand diagnostic tools and information

**Other:**

Must provide own hand tools  
Successfully complete a criminal background check  
Successfully complete a motor vehicle record check  
Successfully complete a physical examination by a district appointed health professional  
Successfully complete pre-employment and subsequent random drug testing

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Perform repairs on maintenance equipment and vehicles
2. Assist Fleet Maintenance Supervisor in implementation of district policies and procedures
3. Diagnose and repair district vehicles as needed
4. Maintain orderly and clean assigned shop bay and adjacent area
5. Maintain individual tool box
6. Record repairs performed on vehicles, parts used and time taken to make repairs
7. Perform State Inspections on district owned diesel powered vehicles
8. Operate all shop equipment as necessary
9. Promote safety and report all unsafe conditions

10. Work hours as assigned
11. Perform District-Mandated preventive maintenance on district vehicles as assigned
12. Change buses and route numbers if regularly assigned bus is out of service
13. Comply with safety regulations
14. Make road calls for disabled district vehicles when necessary
15. Perform minor body repair
16. Carry pager/cell phone and be on call for after hour field trips

### **EQUIPMENT USAGE:**

Antifreeze recycler, fueling system, air compressors, refrigerant recycler, parts washing vat, tire changer, grinder, bus washer, radio, video cameras, scan tools, steam cleaner, welding machine, torch

### **WORKING CONDITIONS, PHYSICAL DEMANDS & ENVIRONMENTAL FACTORS:**

1. Requires on a daily basis: Standing 5-7 hours, walking for 1-4 hours, forward bending or stooping 1-3 hours, trunk rotation up to one hour, sitting or lying on back 1-3 hours, squatting or kneeling 1-3 hours, climbing or crawling up to one hour
2. Requires the use of senses: Vision, touch and hearing are used constantly
3. Requires the use of hands and feet as follows: Bilateral hand/arm use from 3-7 hours per day, reaching from floor to 60 inches above floor while standing, reaching forward up to 36 inches for tools or parts, unilateral arm use both left and right up to 30 inches from the body, use of feet for driving and road testing issues.
4. Requires the use of hand power tools weighing from 1-38 pounds, exertion of force by pushing or pulling on tools up to 80 pounds, occasional force on tools up to 145 pounds pulling on a ratchet, occasionally requires climbing and working on a ladder up to 12 feet off of the ground, occasionally requires working off of or standing on top of the roof of a school bus approximately 12 feet off the ground with an uneven surface.
5. Requires lifting and carrying as follows: Lifting, holding and using tools weighing up to 40 pounds, lifting and carrying parts up to 50 pounds up to 200 feet, lifting with assistance parts weighing up to 220 pounds.
6. Requires pushing and pulling as follows: Pushing and pulling open bus hoods approximately 70 pounds of force, pulling or pushing carts and wheels requiring approximately 100 pounds of force, pushing and pulling wrenches requiring up to 145 pounds of force.
7. Requires work in environments where exposure to: Vibration from the use of power tools, noise, artificial light, ambient (outdoor) temperatures that vary from extremely hot to very cold, dampness and humidity, toxic chemicals, exhaust fumes, gasoline, diesel fuel and chemical solvents.
8. Operates school district vehicle daily: Must get in and out 10 to 20 times.
9. Any other reasonable request of the Director of Transportation or their designee.

### **Essential Functions**

Standing	Side Bending	Overhead Reaching
Walking	Bilateral Reaching	Use of Senses
Lifting/Carrying	Gross/Fine Manipulation	Sitting
Pushing/Pulling	Stooping/Bending	Lying on Back
Kneeling/Squatting	Forward Reaching	Hand-eye-foot Coordination

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The above statements are intended to describe the general purpose and responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

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Approved By:

Date:

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Reviewed By:

Date: