

# Judson ISD

## Mechanic Helper - Transportation Department (2018-2019)[ (16279)

### JOB POSTING

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#### Job Details

Title **Mechanic Helper - Transportation Department (2018-2019)[**

Posting ID **16279**

Description **JOB DESCRIPTION**

Title **Mechanic Helper**  
Department **Transportation**  
Reports To **Transportation Supervisor**  
Compensation **ACP 204**  
Days **260**

Revised 08/17/2018

**2018-2019**

#### **PRIMARY PURPOSE:**

Assists in maintenance/repairs of all district vehicles and/or gasoline/propane motor operated equipment

#### **MINIMUM QUALIFICATIONS**

##### **Education and Certification Requirements**

- High school graduate or GED equivalent
- Possess current Texas Commercial Driver's License (Class B)
- Possess current Texas School Bus Driver Certification, and/or be enrolled in the next available course offered by Region 20 Service Center

##### **Special Knowledge and Skills**

- Knowledge of auto parts and terminology
- Capable of using automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks and lift equipment

##### **Experience**

- Minimum of one (1) year experience in assisting in the repair and maintenance of propane, gasoline and diesel operated trucks, cars, and/or buses

#### **MAJOR RESPONSIBILITIES AND DUTIES:**

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

- Assist in simple line maintenance as required for satisfactory operation to include periodic checks on tires, oil, gasoline, propane, water grease, points, plugs, break shoes, exhausts, lights, safety equipment, and steering systems
- Stand ready to gas and/or service buses as required on daily runs
- Assist in washing buses as required
- Operate tools and equipment according to prescribed safety procedures
- Help maintain the shop bays in a clean and orderly manner
- Perform road calls as needed
- Inspect, repair, change and rotate district vehicle tires
- Assist mechanics with lifting and maneuvering heavy parts and components
- Check fluid levels and replaces oil, water, batter, and other fluids as needed
- Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc
- Correct unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately
- Drive a school bus with or without students on board
- Maintain a consistent professional demeanor and appearance
- Ensure compliance with the Texas Educator's Code of Ethics
- Daily attendance and punctuality at work are essential functions of the job

#### **Supervisory Responsibilities:**

N/A

**Equipment:**

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

**Equipment Used:**

- Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks, and lift equipment
- Communication equipment – radio communication equipment, cellular telephone
- School bus and district vehicles

**Mental Demands:**

- Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, memorize, coordinate, compile, compute
- Work with frequent interruptions and maintain emotional control under stress

**Physical Demands:**

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, distinguishing colors, driving, traveling
- Occasional: Lifting, moderate, 15-44 pounds

**Environmental Factors:**

- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)
- Work outside, work around moving objects or vehicles, work on uneven surfaces
- Work alone, work prolonged or irregular hours

**Nondiscrimination Statement:**

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status

*Shift Type*      **Full-Time**

*Salary Range*      **\$12.33 / Funding - Local**

*Location*        **Transportation**

**Applications Accepted**

*Start Date*                      **08/17/2018**