



Transportation Mechanic

Rev. Feb. 2018

Reports to: Director of Transportation

Status: Non-Exempt

Dept./Campus: Transportation

Paygrade: 507

Term: 239 Days

PRIMARY PURPOSE:

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

MAJOR RESPONSIBILITIES AND DUTIES

- **Maintenance and Repairs**
 - Perform major and minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner with minimal supervision. Work with lead mechanic to complete major repairs.
 - Service vehicles according to established preventive maintenance schedules 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.
 - Replace and repair tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lights; and maintain all fluid levels.
- **Safety**
 - Operate tools and equipment according to established safety procedures.
 - Follow established safety procedures and techniques to perform job duties including lifting and climbing.
 - Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules.
 - Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- **Other**
 - Maintain accurate records of time and materials required to perform repairs and service.
 - Operate buses and other vehicles as needed, including driving routes.
 - Work irregular hours as needed.
 - Complete all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.

All GISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.



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QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Clear and valid Texas commercial driver's license Class B with Passenger (P) and School Bus (S) endorsements. Two years of mechanic experience with gasoline and diesel engines. ASE certified preferred.

Knowledge/Skills/Abilities:

- Knowledge of gasoline and diesel engine maintenance and repair
- Knowledge of school bus specifications
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Ability to obtain a Class B CDL with P & S endorsements
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to follow written and verbal instructions
- Ability to access and use printed service materials
- Ability to communicate effectively with others
- Ability to operate a school bus
- Ability to pass required bus driver safety training
- Ability to exhibit basic vehicle knowledge
- Ability to use hand and power tools

Mental/Physical/Environmental Demands:

- Equipment used; automotive diagnostic equipment, wheel balancing equipment; tire repairing equipment; small hand and power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles
- Moderate standing; frequent kneeling/squatting, bending, stooping, and pushing/pulling and twisting; work in tiring and uncomfortable positions
- Moderate walking; climbing; frequent grasping/squeezing. wrist and shoulder flexion/extension, reaching and overhead reaching; moderate driving
- Heavy lifting and carrying (45 pounds and over) on a daily basis
- Work outside and inside; frequent exposure to extreme hot and cold temperatures, on slippery or uneven walking surfaces; frequent exposure to dust, toxic chemicals, noise, vibration, electrical hazards; vehicle exhaust fumes; moving vehicles; gasoline and diesel fuel, toxic chemicals and materials; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; work in and uncomfortable positions; regularly work irregular hours, and occasional prolonged hours
- Maintain emotional control under stress

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