

**AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: MOTOR VEHICLE MECHANIC III**

Pay Grade: MT10
Job Code: 4224

FLSA Status: Non-Exempt
Revised: 9/28/2004

MINIMUM QUALIFICATIONS:

This position requires ten (10) to twelve (12) years of school, with at least two (2) years of related in diesel truck repair; four (4) years of total experience performing complex mechanical work. Incumbent must have current Commercial Drivers License in possession at all times while operating AISD vehicles, which require a CDL.

SKILL REQUIREMENTS:

This position requires incumbent to have thorough knowledge of mechanical techniques used in repair and maintenance of motor vehicles, automobile and truck functions, air conditioning systems, welding process, transmissions, drive lines, brake functions, cooling systems, hydraulics, Motor Vehicle laws, and all operating functions of the vehicles. Incumbent should have knowledge of engine analyzer functions and/or lab scopes. Incumbent must have excellent work habits and be able to follow oral and written instructions, be able to work independently and make responsible decisions in emergency situations, and be able to keep accurate written and computer records.

JOB PURPOSE AND RESPONSIBILITY:

This position performs semi-skilled automotive, motor vehicle, and bus repair and maintenance. Incumbent must have current Texas Operators License in possession at all times while operating AISD vehicles on public streets.

ESSENTIAL FUNCTIONS:

- Checks, adjusts brakes and/or replaces any defect found during preventive maintenance inspection. This includes, but is not limited to brakes, oil, drive train, and lights.
- Performs daily repairs on specific malfunctions as reported by drivers.
- Performs daily repairs on specific malfunctions observed by the mechanic.
- Responds to breakdowns and/or accidents as quickly as possible.
- Determines if repairs are to be made on sight or attempts to move the vehicle/equipment to the shop.
- Remain on the job until it is completed as needed; and be on call twenty-four (24) hours a day.
- Exchanges, rebuilds, or overhauls motors, transmissions, carburetors, alternators, and similar assemblies.

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- Checks and repairs electrical, heating, air conditioning, and cooling systems.
- Responsible for obtaining necessary parts. This often involves outside suppliers; therefore, must be knowledgeable in processing invoices, and purchase orders.
- Keeps detailed records of work performed and parts used.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Hazards may include burns, shocks, cuts, crushed fingers, and black injuries from lifting weights in excess of one hundred (100) pounds. OSHA category for blood born pathogens for this position is Category III, which involves no exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Shop Foreman or Supervisor for Vehicle Services, and ultimately to the Director of Pupil Transportation or the Supervisor for Maintenance. Incumbent may provide some work direction to Mechanic Helper, Motor Vehicle Serviceman and/or Mechanic I. Incumbent will provide recurring guidance and consultation to various members of the Maintenance Department.