



Department of Human Resources

JOB DESCRIPTION

Job Title: Mechanic

Wage/Hour Status: Exempt

Reports to: Director of Transportation

Pay Grade:

Dept./School: Transportation

Date Revised: January 2, 2012

Primary Purpose:

Performs skilled motor vehicle, automotive, bus repairs, and preventive maintenance work.

Qualifications:

Minimum Education/Certification:

High school diploma or equivalent.

Valid Texas CDL-B License with Passenger and School Bus endorsements.

Valid Texas School Bus Driver Certification.

Must pass school bus driver physical examination for physical and emotional stability.

TASBT Certification preferred.

ASE Certification preferred.

Special Knowledge/Skills:

Must have thorough knowledge of automobile and truck functions, air-conditioning systems, welding process, transmissions, drive lines, brake systems, cooling systems, motor vehicle laws, and all operating functions of the buses.

Must have excellent work habits and be able to follow oral and written instructions.

Must be able to work independently and make responsible decisions in emergency situations.

Must meet all criteria set for bus drivers in relation to being able to drive buses.

Must be able to keep accurate written and computer records.

Knowledge of diesel engines and components.

Must be able to use computerized diagnostic equipment to identify mechanical problems and perform repairs.

Knowledge of air brake systems.

Knowledge of body work repair procedures.

Experience:

At least two years in diesel bus and truck repair, four years total experience doing complex mechanical work.

Major Responsibilities and Duties:

1. Check, adjust brakes and/or replaces any defect found during each school bus preventive maintenance (4000 miles or as designated) inspection.
2. Performs daily repairs on specific malfunctions as reported by bus drivers.
3. Performs daily repairs on specific malfunctions observed by the mechanic.
4. Respond to breakdowns and/or accidents as quickly as possible. Determines if repairs are to be made on sight or attempts to move the bus to the terminal.
5. Coordinating with the dispatcher to ensure there are enough buses to cover routes.
6. Meet two daily deadlines; remain on the job until it is completed as needed; and be on call twenty four hours a day.
7. Exchanges, rebuilds, or overhauls motors, transmissions, carburetors, alternators, and similar assemblies.
8. Checks and repairs electrical, heating, air conditioning, and cooling systems.
9. Responsible for obtaining necessary parts. This often involves outside suppliers; therefore, must be knowledgeable in processing invoices and purchase orders.
10. Keeps detailed records of work performed and parts used.

11. Must be licensed by the Department of Public Safety to perform state and DOT motor vehicle inspections.
12. May serve as substitute driver for any route.
13. Performs any other duties as assigned by Director.

Supervisory Responsibilities:

None.

Equipment Used:

School bus and all related equipment, vehicle diagnostic and repair equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Be able to meet mental and cognitive demands: Ability to maintain emotional control under stress; Ability to communicate effectively verbally, electronically and in writing; Ability to complete tasks in an efficient timely manner and/or by designated deadlines; Ability to follow written and verbal instructions and work independently; Ability to process paperwork; Ability to make critical decisions in pressure situations; Ability to handle multiple tasks simultaneously; Ability to work with frequent interruptions.

Be able to meet physical demands: Frequent standing and walking; Position may involve frequent pushing, pulling, climbing, stooping, bending, kneeling, reaching, twisting, stretching, turning, extensive sitting, and carrying. Be able to move small stacks of textbooks, media equipment, desks and other classroom or adaptive equipment/furniture; Occasional travel outside district; Position may require periods of using a computer for instructional purposes; Often necessary to work prolonged and irregular hours to complete projects; Required to sit, stand, and move throughout the room and/or facility; Ability to communicate verbally and electronically; Assist controlling behavior of students through de-escalation techniques and physical restraint, as necessary and appropriate. Moderate lifting and carrying; Be able to lift 25 lbs. without assistance and on occasion repetitively; Exposure to biohazards.

Be able to maintain environmental demands: Must be flexible and willing to do tasks assigned; Regular district-wide travel to multiple work locations as assigned; Must be resourceful and flexible with space and availability of appropriate work area; Must be able to do duties (i.e. cafeteria, dismissal, arrival, etc...) as assigned and in inclement weather, if necessary; Must be able to work in a fast pace environment and stand for extended periods of time.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date