

Sheldon ISD

Transportation Mechanic Assistant

JOB POSTING

Job Details

Title

Transportation Mechanic Assistant

Description

Job Title:	Mechanic Assistant	Wage/Hour Status:	Non-Exempt
Reports to:	Shop Foreman	Pay Grade:	3
Dept./School:	Transportation	Date Revised:	6/01/2009

Primary Purpose:

Perform vehicle repairs and preventive maintenance on all department vehicles.

Qualifications:

Education/Certification:

High School Diploma or GED
Diesel mechanic certification (preferred)

Valid Texas commercial driver's license (Class B or above) with passenger (P) endorsement and school bus (S) endorsement.

Texas Department of Public Safety (TxDPS) School Bus Driver Certification (or ability to obtain)

Acceptable driving record as defined by TxDPS.

Special Knowledge/Skills:

Ability to diagnose mechanical problems and perform repairs

Ability to operate equipment and tools involved in vehicle repair

Ability to lift heavy equipment and vehicle parts

Ability to work independently and as part of a team

Ability to read and comprehend vehicle maintenance manuals

Ability to pass pre-employment and random drug/alcohol screens

Ability to pass annual TxDPS school bus driver's physical examination

Experience:

One (1) year experience in minor vehicle repair and maintenance preferred

Major Responsibilities and Duties:

Vehicle Repair

- 1. Perform vehicle repairs and preventive maintenance
- 2. Document repairs performed
- 3. Respond to emergency road calls
- 4. Be available for after-hours road calls

Environmental and Safety Compliance

- 1. Use all required personal safety equipment to prevent injury
- 2. Ensure that good housekeeping is practiced to promote a safe working environment

Vehicle Operation

- 1. Serve as a substitute bus driver or aide when necessary
- 2. Exercise safe driving habits when operating all district vehicles

Supervisory Responsibilities:

None.

Equipment Used:

Computer equipment, multi-line telephone system, school bus, video equipment, fuel pumps, vehicle repair equipment

Working Conditions:

Continual sitting, reaching, bending, and repetitive hand motions. Work outside and inside. Moderate exposure to extreme temperature (heat and cold) and vehicle fumes. Heavy lifting (in excess of 75 pounds).

Shift Type
Salary Information
Location

Full-Time
\$11.84 / Per Hour
Transportation

Applications Accepted

Start Date **10/13/2011**
End Date **10/27/2011**

Job Contact

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