



Job Title: Mechanic, Uncertified

Exemption Status/Test: Non-Exempt

Reports to: Assistant Director Fleet Operations

Date Revised: January 2021

Dept. /School: Transportation

Primary Purpose:

To ensure the safe and efficient transportation of students and employees through proper service and maintenance on district vehicles.

Qualifications:

Education/Certification:

High school diploma or GED

Ability to obtain Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Experience:

Two (2) years automotive mechanic experience

Special Knowledge/Skills:

Excellent organization, communication, team, multi-tasking, and interpersonal skills

Ability to implement policy and procedures

Knowledge of diesel and gasoline engine maintenance and repair

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to pass Dept. of Transportation alcohol/drug tests and annual physical exam

Ability to access and use printed service materials

Ability to communicate effectively with others

Ability to operate a school bus

Ability to work under pressure and prioritize effectively while maintain compose and responding in an appropriate manner

Major Responsibilities and Duties

1. Inspect, maintain, overhaul, troubleshoot and repair a variety of electrical, gas-powered and heavy-duty diesel-powered vehicles and maintenance equipment including buses, automobiles and trucks
2. Repair troubleshoot and replace clutches, brakes, cylinder linings, bearings, and crankshafts.
3. Repair vehicle components and electrical parts and accessories.
4. Inspect and road test buses to assure compliance with applicable laws and safety requirements.
5. Periodically service and provide preventative maintenance on vehicles and equipment.
6. Rebuild engines on buses, automobiles, trucks and equipment; rebuild repair an adjust suspensions, differentials, brake systems and hydraulic systems.
7. Overhaul and repair transmissions, repair and install radiators, hoses, and fuel and water pumps.
8. Operate maintenance and repair equipment including welding equipment, hydraulic hoist and tire changing machine; operate vehicles and equipment including automobiles, buses, trucks, backhoes, and forklifts.
9. Service and repair automotive heating and air conditioning systems.

10. Rebuild drivelines.
11. Maintain service, repair and other records as required.
12. Operate and drive vehicle in support of essential duties; observe legal and defensive driving practices.
13. Repair and change tires.
14. Repair and replace vehicle flooring, body panels, and paint window glass.
15. Maintain equipment, tools and shop area in a safe, clean and orderly manner.
16. Perform related duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals

Posture: Ability to sit for prolonged periods of time; occasional bending/stooping, pushing, pulling, and twisting; dexterity of hands and fingers to operate a variety of equipment; reaching overhead and horizontally

Motion: Continual sitting and reaching; repetitive hand and arm motions

Lifting: Occasional lift or move up to 100 pounds

Environment: May work prolonged and irregular hours; exposure to diesel and exhaust fumes, sitting for an extended period of time, machinery having moving parts, exposed to very high temperatures, fumes and flying dust particles, noise level is usually loud

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; hearing and speaking to exchange information

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.