



JOB DESCRIPTION
Mechanic Helper – Transportation

JOB DESCRIPTION:

The Mechanic Helper under the direct supervision of the Mechanic or the Assistant Shop Foreman, as appropriate, assists in maintenance/repairs of all district vehicles and/or gasoline/propane motor operated equipment.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One year experience in assisting in the repair and maintenance of propane, gasoline and diesel operated trucks, cars, and/or buses

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Possess current Commercial Drivers License
- Possess current Texas School Bus Driver Certification, and/or be enrolled in the next available course offered by Region 20 Service Center

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of auto parts and terminology
- Capable of using automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks and lift equipment

DUTIES AND RESPONSIBILITIES:

1. Assists in simple line maintenance as required for satisfactory operation to include periodic checks on tires, oil, gasoline, propane, water grease, points, plugs, break shoes, exhausts, lights, safety equipment, and steering systems.
2. Stands ready to gas and/or service buses as required on daily runs.
3. Assists in washing buses as required.
4. Operates tools and equipment according to prescribed safety procedures.
5. Helps maintain the shop bays in a clean and orderly manner.
6. Performs road calls as needed.
7. Inspects, repairs, changes and rotates district vehicle tires.
8. Assists mechanics with lifting and maneuvering heavy parts and components.
9. Checks fluid levels and replaces oil, water, batter, and other fluids as needed.
10. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc.
11. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
12. Required to drive a school bus as needed.
13. Performs other duties as assigned.
14. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), concentrate, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), stand, walk, balance, crawl, stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, hear,

speak, possess visual acuity, drive moderate distances, travel moderately, work around moving objects or vehicles; may work prolonged or irregular hours.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks, and lift equipment, school bus and district vehicles.

Manual Trades Pay Grade: 4

Days: 260

Wage/Hour Status: Nonexempt

Updated: May 19, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.