



JOB DESCRIPTION
Fleet Mechanic - Maintenance

JOB DESCRIPTION:

The Fleet Mechanic under the direct supervision of the Director of Maintenance, maintains and performs minor maintenance on vehicles and gasoline engine powered equipment assigned to the Maintenance Department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Valid Texas driver's license, insurable with the Judson ISD insurance carrier and a good driving record
- Two (2) or more years experience as a mechanic
- Must have experience in the repair and maintenance of equipment/vehicles using internal combustion gasoline engines

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Have working knowledge and capable of performing minor maintenance on diesel powered vehicles
- Ability to diagnose mechanical problems and perform repairs with general supervision
- Ability to operate tools and equipment involved in repair
- Ability to lift heavy equipment, tools and parts

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance policies and procedures and follows safety procedures.
2. Schedules and performs minor maintenance as needed for safe operation of vehicles and equipment.
3. Maintains records on assigned vehicles and equipment.
4. Performs road calls on vehicles and picks up broken equipment as required.
5. Maintains sufficient supplies for preventive maintenance of vehicles and equipment.
6. Maintains inventory of common repair parts.
7. Delivers repaired equipment back to proper campus.
8. Maintains shop bays and assigned areas in a clean and orderly manner.
9. Maintains a card file for each campus and/or maintenance crew showing the type of power equipment assigned and identification i.e. year, model and serial number.
10. Completes a work order on assigned work.
11. Prepares necessary reports, schedules and coordinates major maintenance (e.g. engine overhaul, transmission, painting etc.)
12. Operates tools and equipment according to prescribed safety procedures.
13. Performs minor maintenance on heavy equipment assigned to the maintenance department, such as backhoe, motor grader and tractors.
14. Performs overtime as required and authorized.
15. 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 concentrate, communicate, interpret procedures, reason, understand verbal instructions, differentiate, memorize, read, coordinate, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), stand, walk short distances, climb ladders, balance, stoop, kneel, crouch, pull, push, reach, hear, speak, maintain visual acuity, distinguish colors. Ability to work inside/outside in temperature extremes, slippery surfaces, noise, chemical exposure (asbestos, fumes, vapors, gases, dust, smoke, etc.); works around moving machinery with moving parts, moving objects, or moving vehicles; works alone.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment

Manual Trades Pay Grade: 7

Days: 260

Wage/Hour Status: Nonexempt

Updated: February 25, 2009

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.