



JOB DESCRIPTION
Master Mechanic – Transportation Department

JOB DESCRIPTION:

The Master Mechanic under the direct supervision of the Shop Foreman or the Assistant Shop Foreman, as appropriate, is responsible for maintaining and/or repairing all district vehicles, the vehicles may be propane, gasoline and /or diesel motors.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Possess current Automotive Service Excellence (ASE) or Technical Certificates
- Three or more years experience as Master Mechanic or 7 years as a Mechanic
- Experience in 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
- Possess skill to perform major engine repairs and/or overhauls
- Ability to use personal computer and office equipment
- 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. Performs all line maintenance as required for satisfactory operation of vehicle to include periodic checks on tires, oil, gasoline, propane, water, grease, points, plugs, break shoes, exhaust systems, lights, safety equipment, and steering systems.
2. Perform minor and major mechanical repairs.
3. Assists in maintaining vehicle records.
4. Reports and consults with Shop Foreman or Assistant on major repair problems.
5. Operates tools and equipment according to prescribed safety procedures.
6. Helps maintain the shop bays in a clean and orderly manner.
7. Assists in annual safety inspection of all school buses.
8. Repairs district vehicle tires.
9. Corrects unsafe conditions in work area, and reports any conditions that are not correctable to supervisor immediately.
10. Maintains accurate record of time and materials required to perform repairs and service.
11. Uses diagnostic equipment to evaluate mechanical problems in vehicles.
12. Performs minor mechanical repairs.
13. Required to drive a school bus as needed.
14. Performs other duties as assigned.
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 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. Exposed to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

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: 7

Days: 260

Wage/Hour Status: Nonexempt

Updated: January 12, 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.