



JOB DESCRIPTION **Mechanic – Transportation Department**

JOB DESCRIPTION:

The Mechanic under the direct supervision of the Shop Foreman, maintains and repairs all district vehicles and/or propane and gasoline motor operated equipment and works on projects assigned, following established procedures.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two or more years experience as a mechanic. Experience in repair and maintenance of propane and gasoline operated trucks, and/or buses
- Must maintain a Commercial Driver's License. Must have a current Texas School Bus Driver Certification, and /or be enrolled in the next available course offered by Region 20 Service Center

ADDITIONAL REQUIREMENTS:

Ability to pass Human Performance Exam (HPE)

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to diagnose mechanical problems and perform repairs with general supervision
- Ability to operate equipment and tools involved in vehicle repair
- Ability to lift heavy equipment and vehicle parts
- Ability to pass alcohol and drug test
- Ability to pass required bus driver safety training
- Acceptable driving record
- Ability to operate bus

DUTIES AND RESPONSIBILITIES:

1. Performs all 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. Is responsible for establishing, scheduling, and performing preventive maintenance on all non-bus district vehicles.
3. Maintains sufficient supplies for preventive maintenance of vehicles.
4. Assists in maintaining vehicle records.
5. Reports and consults with Shop foreman on major repair problems.
6. Performs road calls as needed.
7. Operates tools and equipment according to prescribed safety procedures.
8. Helps maintain the shop bays in a clean and orderly manner.
9. Repairs district vehicle tires.
10. Maintains accurate, updated records of preventive maintenance.
11. Demonstrates process of preventive maintenance and visual inspections to mechanic helpers.
12. Operates tools, equipment, and machinery according to prescribed safety procedures.
13. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc.
14. Corrects unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
15. Helps keep shop, equipment, and tools in safe operating condition.

16. Maintains accurate records of time and materials required to perform repairs and service.
17. Operates buses and other vehicles as needed.
18. Works irregular hours as needed.
19. Uses diagnostic equipment to evaluate mechanical problems in vehicles.
20. Performs minor mechanical repairs.
21. Helps lead mechanic complete major repairs.
22. May do welding and minor body work.
23. 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, and drive a bus on a daily bases. 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, and may experience unusual fatigue (when breaking down vehicle tires).

SUPERVISORY RESPONSIBILITIES:

Works with mechanic helper

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 vehicle.

Manual Trades Pay Grade: 5

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.