

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	MECHANIC MOTOR VEHICLES III			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	AUX 9	DUTY DAYS:	260	DATE REVISED:	03/25/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

MINIMUM QUALIFICATIONS:

The ability to read and understand instructions for driving, maintenance, safety, District Board policies and Austin ISD Transportation Department procedures is required. Education requirements are not specified. Two (2) years of related experience in diesel engine repair is required. Four (4) years of total experience performing complex mechanical work or three (3) years performing as mechanic II within the District is required. The following is required: Driver's License (CDL-B) with the proper school bus endorsements, Texas School Bus Driver Training Course (all kept renewed and current), Austin ISD School Bus Driver Training Program, Bus Driver Annual Physical Examination, and Texas Department of Public Safety Motor Vehicle Records check. Employees in this position are subject to random drug testing. Incumbent must always have current Texas CDL Class B Operators License in possession while operating Austin ISD vehicles.

SKILL REQUIREMENTS:

This position requires incumbent to have thorough knowledge of mechanical techniques used in repair and maintenance of motor vehicles, automobile and truck functions, air conditioning systems, welding process, transmissions, drive lines, brake functions, cooling systems, hydraulics, Motor Vehicle laws and all operating functions of the vehicle. Incumbent should have knowledge of engine analyzer functions and/or lab scopes. Incumbent must have excellent work habits and be able to follow oral and written instructions, be able to work independently and make responsible decisions in emergency situations and be able to keep accurate written and computer records.

JOB PURPOSE AND RESPONSIBILITY:

This position performs semi-skilled automotive, motor vehicle and bus repair and maintenance. Perform major and minor mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles. This role will be responsible for developing and implementing innovative and sustainable transportation strategies that conserve costs, reduce climate impact and carbon intensity, and help AISD be responsible stewards of our environment.

ESSENTIAL FUNCTIONS:

- Check and adjust brakes or replace any defect found during preventive maintenance inspection. This includes, but is not limited to brakes, oil, drive train and lights.
- Perform daily repairs on specific malfunctions as reported by drivers.
- Perform daily repairs on specific malfunctions observed by the mechanic.
- Respond to breakdowns and/or accidents as quickly as possible.
- Determine if repairs are to be made on sight or attempts to move the vehicle/equipment to the shop.
- Remain on the job until it is completed, as needed, and be on call twenty-four (24) hours a day.
- Exchange, rebuild, or overhaul motors, transmissions, carburetors, alternators and similar assemblies.

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- Check and repair electrical, heating, air conditioning and cooling systems.
- Obtain necessary parts. This often involves outside suppliers; therefore, must be knowledgeable in processing invoices and purchase orders.
- Keep detailed records of work performed and parts used.
- Must be licensed by the Texas Department of Public Safety in order to perform State motor vehicle inspection.
- Perform as a substitute or regular School Bus Driver or Monitor at all terminals as assigned. Operate vehicle in a safe and efficient manner. Observe all traffic laws and safety regulations for school buses.
- Perform emergency evacuation of students on bus when the situations warrant.
- Respond to and investigate all collisions involving school buses at the scene. Submit an accurate and detailed investigator report for all collisions.
- Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
- Maintain accurate records of time and materials required to perform repairs and service.
- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules.
- Follow district safety protocols and emergency procedures.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

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PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve possible exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

Posture: Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Shop Foreman or Supervisor for Vehicle Services. Incumbent may provide some work direction to Mechanic Helper, Motor Vehicle Serviceman and/or Mechanic I and II. Incumbent will provide recurring guidance and consultation to various members of the Maintenance Department.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: