

Carroll Independent School District

Job Description

JOB TITLE: **Fleet Maintenance Technician II** Pay Grade: 0A4
Supervisor: Fleet Maintenance Supervisor Employment Days: 261
Department: Transportation Wage/Hour Status: Non-Exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

Perform major mechanical repairs and safety inspections with minimal supervision to ensure proper performance and safety of district vehicles. Follow safety procedures.

QUALIFICATIONS:

- High School Graduate or equivalent
- Ability to achieve ASE Certification (or equivalent) in at least three of the following within 18 months of time from employment:
 - Automotive & Light Truck (A6-A9)
 - School Bus (S1-S7)
 - Transit Bus (H1-H8)
 - Medium/Heavy Duty (T1-T8)
- Ability to diagnose mechanical problems and perform repairs independently
- Ability to operate equipment and tools involved in vehicle repair
- Ability to lift heavy equipment and vehicle parts (50 lbs.), and seek assistance with duties that require heavier lifting
- Valid Texas commercial driver's license (Class B) and TEA School Bus Driver Certification Test or able to obtain within first 90 days of employment
- Ability to pass DOT Physical, alcohol and drug test
- Ability to operate a bus
- Ability to operate a forklift (Certification preferred)
- Ability to pass criminal history background check
- Maintain acceptable driving record
- Excellent oral and written communication skills
- Ability to follow written and verbal instructions
- Proficient use of radio communications
- Personal computer skills
- Advanced knowledge of diesel and fuel maintenance and repair
- Two years' experience as a mechanic

MAJOR RESPONSIBILITIES:

- Evaluate mechanical problems in vehicles using diagnostic equipment.
- Assist in rebuilding, replacing or repairing major vehicle components, assemblies, and systems including engines, transmissions, suspensions, etc as directed.
- Inspect repairs completed by mechanics.
- Check and repair electrical and cooling systems.
- Perform routine vehicle maintenance and preventive care.
- Maintain accurate update of preventive maintenance records.

- Respond to roadside malfunctions in timely manner and/or conduct proper towing/recovery operations.
- Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
- Help keep shop, equipment, and tools in safe operating condition.
- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- Drive bus routes as needed.
- Operate vehicles and buses as needed.
- Work irregular hours as needed.
- Maintain accurate records of time and materials required to perform repairs and service.
- Demonstrate professional behavior at all times.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

ADDITIONAL:

Upon employment, the employee has 90 days from their hire date to secure a Class B Commercial Drivers License with “P” and “S” endorsements and pass 3 ASE tests within 18 months of employment. All fleet maintenance employees are expected to further their ASE and Texas Association for School Bus Technicians certifications.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

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 (50 pounds) 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

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

Date Created: 11/2002

Date(s) Revised: 8/2022