



Crandall Independent School District

Job Description

Job Title:	Mechanic	Wage/Hour Status:	Non-Exempt
Reports To:	Executive Director of Transportation & School Planning	Date Revised:	February 22, 2022
Dept./School:	Transportation		

Primary Purpose:

Performs skilled motor vehicle, automotive, bus repairs, and preventive maintenance work.

Qualifications:

Education/Certification:

High school diploma or equivalent

Valid Texas School Bus Driver Certification

Must pass school bus driver physical examination for physical and emotional stability

Clear and valid Texas Commercial driver's license with passenger (P) and School Bus (S) endorsements

TASBT Certification, preferred

ASE Certification, preferred

Special Knowledge/Skills:

Must have thorough knowledge of automobile and truck functions, air-conditioning systems, welding process, transmissions, drive lines, brake systems, cooling systems, motor vehicle laws, and all operating functions of the buses

Must have excellent work habits and be able to follow oral and written instructions

Must be able to work independently and make responsible decisions in emergency situations

Must be able to keep accurate written and computer records

Knowledge of diesel engines and components

Must be able to use computerized diagnostic equipment to identify mechanical problems and perform repairs

Knowledge of body work repair procedures

Experience:

At least two (2) years in diesel bus and truck repair, four (4) years total experience doing complex mechanical work

Major Responsibilities and Duties:

Maintenance and Repair

1. Perform routine vehicle maintenance according to established preventative maintenance schedules and procedures and keep accurate, up-to-date records.
2. Perform routine mechanical repairs under supervision of a mechanic.
3. Disassemble simple components and clean parts for reassembly.
4. Assist mechanics with lifting and maneuvering heavy parts and components.
5. Requisition parts and tools as directed and pick up parts from vendors when required.
6. Clean shop floors, stalls, driveways, tools, and equipment.

Safety

7. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to established safety procedures.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Follow district safety protocols and emergency procedures.

Other

10. Operate buses and vehicles as needed, including driving buses into shop area for repairs.
11. Record use of gas and mileage bus buses daily.
12. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
13. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; 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; frequent climbing, 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; make work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

Mental Demands: Maintain emotional control under stress

The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date