### POSITION TITLE:
Transportation Mechanic

### CONTRACT LENGTH:
12M

### DATE:
04/30/09

### DATE OF LAST REVISION:
09/04/12

### JOB CODE:
TS0185

### PAY GRADE:
21

### FLSA EXEMPTION STATUS:
NE

### Job Family – Transportation

#### JOB SUMMARY
Under direct supervision, inspects, analyzes and repairs all HISD buses, gasoline and diesel powered vehicles and equipment.

#### MAJOR DUTIES & RESPONSIBILITIES

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<thead>
<tr>
<th>List most important duties first</th>
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<tr>
<td>1. Diagnoses vehicle repair needs using engine analyzers and other automotive diagnostic equipment. Operates all district vehicles to include but not limited to buses, light fleet vehicles and all industrial equipment including bulldozers, road graders, boom and bucket trucks, forklifts, backhoes, bobcats, trailers, generators, and air compressors.</td>
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<td>2. Performs engine tune-up and diesel fuel system adjustments and calibrations, including diesel pump timing. Follows all HISD safety policies and procedures.</td>
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<td>3. Repairs and/or replaces brakes, engines, transmissions, clutches, rear axle assemblies, suspension and steering components, radiators, air conditioners, carburetors, fuel pumps, exhaust systems, vehicle electrical systems, and other components on gasoline and diesel powered vehicles.</td>
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<td>4. Dispatches service calls to perform road service to HISD disabled vehicles. Services include general towing, extrication, recoveries, accidents, jump starting batteries, changing flat tires, fuel delivery, and general trouble-shooting of disabled vehicles.</td>
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<td>5. Operates special shop equipment such as, disc and drum brake lathes, front end alignment machines, tire mounting equipment, A/C recovery system and engine analyzer.</td>
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<td>6. Performs other job-related duties as assigned.</td>
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**EDUCATION**
High School Diploma or GED

**WORK EXPERIENCE**
6 months to 1 year

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
Office equipment (e.g., computer, copier), Hand tools (e.g., hammer, shovel, screwdriver), Power tools (e.g., radial saw, reciprocating saw, drill, pneumatic hammer), Vehicles (e.g., automobile, truck, tractor, forklift)
Must obtain a Class B CDL with Passenger and School Bus Endorsement within 90 days from time of hire and maintain throughout the length of employment, A/C recovery Certification, ASE Certification.

**LEADERSHIP RESPONSIBILITIES**
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

**BUDGET AUTHORITY**
No budget development activity is required.

**PROBLEM SOLVING**
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

**IMPACT OF DECISIONS**
Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**COMMUNICATION/INTERACTIONS**
Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.

**CUSTOMER RELATIONSHIPS**
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work involves frequent exposure to unpleasant elements, such as extreme temperatures, dirt, dust, fumes, smoke, loud noise, chemicals, etc.
Ability to carry and/or lift 45 pounds or more.