

**Job Title:** Mechanic

**Wage/Hour Status:** Nonexempt

**Reports to:** Shop Coordinator

**Pay Grade:** 261

**Dept./School:** Transportation

**Date Revised:** 9/08/17

**Primary Purpose:**

Perform mechanical repairs to ensure proper performance and safety of district vehicles. Work on projects assigned, follow established procedures.

**Qualifications:**

**Education/Certification:**

Valid Texas commercial driver's license (Class B)  
Texas School Bus Safety Training Certificate

**Special Knowledge/Skills:**

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

**Experience:**

Five years experience in vehicle repair and maintenance procedures

**Major Responsibilities and Duties:**

**Maintenance and Repairs**

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Perform major and minor mechanical repairs.
3. Perform regular 3,000 mile inspection and complete mechanic's checklist.
4. Do welding and minor body work.
5. Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
6. Maintain accurate, updated bus card records of selected and approved replacement parts.



7. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
8. Demonstrate process of preventive maintenance and visual inspections to mechanic helpers.
9. Perform preventive maintenance, including bleeding of air tanks, on shop equipment according to established schedules.

**Safety**

10. Operate tools, equipment, and machinery according to prescribed safety procedures.
11. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
12. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
13. Help keep shop, equipment, and tools in safe operating condition.

**Other**

14. Maintain accurate records of time and materials required to perform repairs and service.
15. Operate buses and other vehicles as needed.
16. Work irregular hours as needed.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment. School bus and district vehicles.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.



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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_