



## SR. VEHICLE MECHANIC

Rev. July 2025

**Job No.:** 7A03

**Reports to:** Senior Director, Transportation

**Dept./Campus:** Transportation

**FLSA Status:** Non-exempt

**Pay Grade:** 710

**Term:** 252 Days

### PRIMARY PURPOSE:

To keep the district's vehicles in a state of operating excellence so that there are no problems or interruptions to the educational program.

### MAJOR RESPONSIBILITIES AND DUTIES

- Plan and implement a program of scheduled preventative maintenance for the District bus fleet.
- Perform mechanical repairs on buses to include major overhauls if directed, as necessary.
- Make emergency service calls for stranded buses or other district vehicles.
- Make recommendations to the supervisor for ordering and stocking all necessary repair parts necessary supplies.
- Maintain the shop area in a clean, orderly, and safe condition.
- Assist in the service and repair of other district motor vehicles and equipment as needed.
- Maintain, repair, and inspect tires and rims, and maintains records of district vehicles.
- Perform complete safety inspections as required.
- Estimate time, material, and equipment needed for assigned jobs.
- Replace and adjust brakes, belts, and hoses.
- Write requisitions, order parts, and ensure parts are received in a timely manner.
- Assist in the service and repair of school vehicles.
- Administer preventive maintenance to all district owned vehicles to ensure safety and efficiency.
- Perform service calls to vehicles that break during route or activity operations.
- Must meet all the requirements and be able to perform the duties of a Bus Operator and occasionally drive route or activity buses.
- Responsible for reading, understanding, and performing all work orders.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Valid Texas Class "B" Commercial Driver's License with Passenger & School Bus endorsements.
- Driving record must meet State point requirements and district standard for driving district vehicles.
- Must pass physical, including drug test.
- ASE certification preferred.
- Experience in the repair and preventative maintenance of school buses and other motor vehicles.

**Knowledge/Skills/Abilities:**

- Knowledge of automotive trade practices; tools; equipment; construction and operation of automotive electrical systems and internal combustion engines; safety hazards; and necessary precautions required to work around vehicle.
- Skill in basic record keeping; ordering parts from various parts manuals; and safe driving principles and practices.
- Ability to locate and repair defects in automotive vehicles and equipment; use tools and operate diagnostic and power equipment employed in the repair and adjustment of engines and components; perform diagnostic and mechanical repair work; use welding and other shop equipment such as lathes and grinders; change and repair tires; work cooperatively with others; and read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.

**Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Must move about within shop to perform maintenance work.
- Occasionally ascends/descends a ladder.
- Perform heavy manual labor.
- Constantly positions self to be able to reach items on ground or above head.
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Frequent bending, kneeling, crouching, turning, and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.
- Frequently crawling under vehicles.
- Must regularly lift and/or move 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Maintain composure and professionalism at all times.

**When operating a bus or other district vehicle:**

- May be required to physically assist students into bus.
- Ability to regularly pick up 40 pounds.
- Able to clean windshields, adjust mirrors, and open/close windows.
- Able to move or lift injured students (up to 180 pounds) to evacuate bus.
- Ability to carry or drag a 125-pound person 30 feet in 30 seconds in the case of an emergency.
- Work in hot, dry, and dusty conditions as well as possibly cold, wet, and damp areas.
- Work near or with moving mechanical equipment.
- Occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust.
- Will be exposed to intermittent sounds of a loud nature.
- May drive vehicle in inclement weather.
- May drive in heavy traffic or on unfamiliar roads and in situations requiring precise maneuvering.



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### **Equipment Used:**

- Power/electric tools, tires, bus parts, computer, racks, jacks, air compressor, air pressure gauges, grinders.
- Must be able to provide and be responsible for own personal hand and power tools.