



Para - Professional – Job Description

Job Title: Vehicle Mechanic (Gas/Diesel)

Pay Grade: SO 06

Min \$32,544/Mid \$40,174/Max \$47,804

Reports To: Director of Transportation

FLSA Status: Non-Exempt

Dept./School: Transportation Department

Minimum Duty Days: 226 Days

Primary Purpose:

Performs minor mechanical repairs to ensure proper performance and safety of district vehicles. Works on projects assigned, following established department procedures. Assists with driving a bus route as needed.

Minimum Requirements:

- High school diploma or G.E.D.
- Valid Texas Commercial Driver's License CDL (class B) with "P" passenger and "S" school bus driver endorsements
Or
- Valid Texas Driver's License for the first 90 days of employment. By the 90th day, a Valid Texas Commercial Driver's License (Class B) with "P" passenger and "S" school bus driver endorsements will be required as a condition of continued employment.
- Must be knowledgeable in the field of gasoline and diesel engine repairs.
- Two years' experience as mechanic or graduate from a Technical/Institution as an Automotive Technician.

❖ *Five years of experience as a mechanic may substitute for the educational requirement.*

Preferred Requirements:

- ASE Certified Mechanic

Special Knowledge/Skills:

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

Major Responsibilities and Duties:

Maintenance and Repairs

1. Uses diagnostic equipment to evaluate mechanical problems in vehicles.
2. Performs mechanical repairs.
3. Helps Lead Mechanic complete major repairs.
4. Does welding and minor body work.

5. Services vehicles according to established preventive maintenance schedule. Rotate and balance tires: change oil and filters; lubricate vehicle parts; inspect and replace hose, belts, mirrors, lamps; and maintain all fluid levels.
6. Maintains accurate, updated records of preventive maintenance.
7. Inspects vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
8. Demonstrates process of preventive maintenance and visual inspections to mechanic helpers.
9. Performs preventive maintenance, including bleeding of air tanks, on shop equipment according to established schedules.

Safety

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

Other

14. Maintains accurate records of time and materials required to perform repairs and service.
15. Operates buses and other vehicles as needed.
16. Assist with driving on a bus route while following assigned route and adhere to established schedules as needed.
17. Assists with moving extracurricular activities as needed.
18. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
19. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports as needed.
20. Works irregular hours as needed.
21. Performs such other duties as may be assigned.
22. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.

Supervisory Responsibilities:

None

Equipment Used:

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

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. Exposed to sun, 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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date