

Pflugerville Independent School District - Job Description

Job Title/Position:	Mechanic	Department/School:	Transportation
Pay Information:	Auxiliary Compensation Plan	Supervised By:	Lead Mechanic
FLSA:	Non-Exempt	Date Revised:	January 2020

Primary Purpose:

Perform major and minor mechanical repairs with minimum supervision to ensure proper performance and safety of district vehicles. Perform automotive mechanic work at the master level of difficulty. Perform assigned work following established policies and procedures.

Minimum Qualifications (Experience/Education/Certification):

Education/Certification:

High school diploma or GED; completion of an approved automotive mechanic training program at the apprentice level; 1 year minimum experience as a skilled mechanic in the maintenance and repair of light, medium, and heavy duty automotive equipment, including experience in the repair of gasoline and diesel engines, air conditioning systems and hydraulic systems; CFC – 12 Certification and HFC - 134A Certification (must be able to obtain within 1 year of hire date); Texas Vehicle Inspector's Certification (must be obtained within one year of hire date); Texas Commercial Driver's License, Class B with PS Endorsement, and Texas School Bus Driver Certification (must be able to obtain within 90 days of hire date).

Major Responsibilities:

Maintenance and Repairs

1. Perform minor mechanical repairs, preventative maintenance, diagnostics, through inspections and road testing on all district vehicles in a timely and efficient manner with minimal supervision. Work with lead mechanic to complete major repairs.
2. Service vehicles according to established preventive maintenance schedule and maintain accurate, updated records of preventive maintenance.
3. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
4. Request parts, materials and supplies as needed
5. Perform welding and minor body work.
6. Assign routine preventive maintenance tasks to mechanic helper and inspect completed work for quality.

Safety

7. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules.

Other

10. Maintain accurate records of time and materials required to perform repairs and service.
11. Conduct vehicle inspections as required by the state and issue certified vehicle safe inspector decals.
12. Operate a wrecker, make road service calls, and tow broken down vehicles.
13. Complete work orders, prepare routine reports, and maintain files utilizing fleet vehicle maintenance software.
14. Operate buses and other vehicles as needed.

Special Knowledge/Skills:

- Knowledge of diesel and gasoline engine maintenance and repair
- Demonstrated knowledge of the occupational hazards and safety precautions of the trade required
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Ability to access and use printed service materials
- Ability to communicate effectively with others
- Ability to operate a computer, keep routine records and prepare routine reports required

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

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

Mental Demands: Maintain emotional control under stress

Employee is required to wear and use safety clothing and equipment and to comply with safety policies and procedures. This position may require the employee to work evenings and weekends.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____