



Classified Vacancy Richardson ISD

POSITION: MECHANIC ASSISTANT - TRANSPORTATION

REPORTS TO: DIRECTOR OF TRANSPORTATION

PERIOD OF EMPLOYMENT: 12 MONTHS - 261 DAYS

POSITION CONTROL# 80256802/80252066

SALARY: LOCAL PAY GRADE: BPS

SALARY RANGE: \$41,760-\$42,804

PRIMARY PURPOSE:

- Help mechanics perform routine repair and maintenance on all vehicles

QUALIFICATIONS:

- Clear and valid Texas commercial driver’s license with Passenger (P) and School Bus (S) endorsements
- High School Diploma or GED

SPECIAL KNOWLEDGE AND SKILLS:

- Ability to perform minor mechanical repairs with supervision
- Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
- Ability to operate bus
- Ability to understand and follow detailed written or verbal instructions
- Ability to communicate effectively with others
- Perform major and minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner and without supervision
- Maintain emotional control under stress

MAJOR RESPONSIBILITIES:


- Perform routine vehicle maintenance according to established preventative maintenance schedules and procedures and keep accurate, up-to-date records
- Perform routine mechanical repairs under supervision of a mechanic
- Disassemble simple components and clean parts for reassembly
- Assist mechanics with lifting and maneuvering heavy parts and components
- Requisition parts and tools as directed and pick up parts from vendors when required
- Heavy lifting and carrying (45 pounds and over) on a daily basis
- Clean shop floors, stalls, driveways, tools, and equipment

SAFETY:

- Follow established safety procedures and techniques to perform job duties including lifting and climbing
- Operate tools, equipment, and machinery according to prescribed safety procedures
- Ensure that shop, equipment, and tools are in safe operating condition
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>
The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.
Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED: 
Dr. Christopher B. Goodson, Ed. D.
Assistant Superintendent - Human Resources

DATE: 02/23/2024

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant’s qualifications, experiences, and abilities as well as the business needs of the district.