



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Mechanic - Maintenance
REPORTS TO: Maintenance Director
DEPT/SCHOOL: Operational Support Services

WAGE/HOUR STATUS: Non-Exempt
PAY GRADE: M4
DAYS EMPLOYED: 240
DATE REVISED: August 2025

PRIMARY PURPOSE:

Maintain and repair department vehicles, various grounds maintenance equipment and departmental electromechanical equipment.

QUALIFICATIONS:

Education/Certification:

- High School Diploma or equivalent preferred
- ASE Certification Desired
- Class "C" Texas Driver's License
- Automotive Air-conditioning certified

Special Knowledge/Skills:

- Effective communication and interpersonal skills
- Mechanical aptitude and repair knowledge of electromechanical equipment.
- Skilled with hand, power, and common repair tools

MAJOR RESPONSIBILITIES AND DUTIES:

1. Perform such mechanical services and repair to department vehicles and equipment as may be necessary to maintain safe and efficient operation of the department's vehicle fleet and cleaning/maintenance equipment.
2. Perform and maintain records of periodic, operational, and routine mechanical and safety inspections.
3. Determine equipment and vehicle repair and maintenance needs and assist in assessing repair and maintenance priorities.
4. Assist in the instruction of vehicle operators in the preventive maintenance checks of assigned vehicles.
5. Perform road repairs and maintenance on district vehicles when necessary.
6. Operate district vehicles as required in the performance of assigned tasks.
7. Exercise due care and safety in the use of assigned tools and equipment.
8. Maintain safe and clean working environment by complying with procedures, rules, and regulations.
9. Wear required safety equipment and protective clothing.
10. Provide routine fueling and lubrication services to district vehicles.
11. Wash and clean district vehicles as necessary.
12. Practice care in the use of Hazardous Material: Knowledge in M.S.D.S.
13. Perform other duties as assigned by the Maintenance Director.

EQUIPMENT USED:

- AC/DC Welder
- Mig Welder
- Acetylene Torch

WORKING CONDITIONS:

Mental Demands:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to communicate effectively
- Ability to read and understand directions as required to perform assigned duties and abide by maintenance and safety procedures.
- The employee must be able to meet deadlines with severe time constraints

Physical Demands/Environment Factors:

- While performing the duties of this job, the employee is regularly required to stand and walk
- Use hands and fingers to handle, or feel objects, tools, or controls
- The employee frequently is required to reach with hands and arms
- The employee is occasionally required to sit
- The employee frequently must squat, stoop, or kneel, reach above the head and reach forward
- The employee continuously uses hand strength to grasp tools and climb on to ladders
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job
- The employee must frequently lift and/or move up to 50 pounds such as tools, supplies, and unloading trucks
- Occasionally the employee will lift and/or move up to 90 lbs such as salt and bulk furniture
- The employee will sometimes push/pull items such as tables, bleachers, and ladders
- While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors
- The employee will work near or with moving mechanical equipment
- The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job
- The noise level in the work environment is usually moderate

Other:

Ability to establish and maintain effective working relationships with students, staff and the community; ability to perform duties with awareness of all district requirements and Board of Education policies

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board Policy on Evaluation of Paraprofessional Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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

Reviewed by _____ Date _____

Employee Signature _____ Date Received _____

