



JOB DESCRIPTION

JOB TITLE: Mechanic III
Transportation Department

REPORTS TO: Shop Supervisor

WAGE/HOUR STATUS: Nonexempt

PAY GRADE: TR 4

PRIMARY PURPOSE:

The Vehicle Maintenance Mechanic is responsible for the performance of directed and necessary repairs and upkeep on District fleet vehicles and equipment.

All employees of SISD are expected to act with integrity, support organizational goals, communicate in a clear and respectful manner, championing the needs of our students and drive continuous improvement.

QUALIFICATIONS:

Required:

- High School graduate or GED
- Valid Texas commercial driver's license (Class A or B) with Passenger (P) and School Bus (S) endorsements (or ability to obtain)
- Capable of obtaining and maintaining Texas School Bus Driver's Certification
- Have an acceptable driving record (as defined by the Texas Department of Public Safety under the School Bus Driver Penalty Point System) and maintain an acceptable driving record throughout employment
- Ability to pass a Texas Department of Public Safety school bus driver physical prior to employment and annually throughout employment
- Ability to pass drug and alcohol testing as required under the federal Department of Transportation drug testing program to include pre-employment, random, post-accident, and all other types of drug and/or alcohol testing included under the program

Preferred:

- Five+ years auto/truck maintenance and repair experience
- Current ASE certification in Medium/Heavy Truck or School Bus



SPECIAL KNOWLEDGE/SKILLS:

- Current training on auto/truck maintenance and repair systems
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MAJOR RESPONSIBILITIES AND DUTIES:

- Perform all duties assigned and required of job level Mechanic I, plus assigned duties required of Mechanic III.
- Assists Shop Foreman in implementing shop procedures and policies through example and instruction to others.
- Demonstrates diagnostic potential on vehicles for the purpose of determining needed repairs and/or replacements while capable of performing these repairs and/or replacements and instructing others in the performance of the same. Including but not limited to, vehicle electrical systems, auto-bus air conditioning, brake systems (air hydraulic, hydrovac) engine maintenance and overhaul (gas/diesel) automatic and standard transmissions, suspension and drive train components.
- Performs preventative maintenance checks and analysis of same.
- Performs and assumes responsibility of shop supervision and operation, including opening and closing facility in absence of shop foreman or as assigned.
- Performs additional “specialty” duties as assigned, including but not limited to, paint and body repair, vehicle tire maintenance and repair, diesel repair, transmission repair, etc.
- Assumes and drives bus route, in emergency situation, if needed.
- Performs related duties as assigned.

WORKING CONDITIONS:

The usual and customary methods of performing the job’s functions require the following physical demands: 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 dampness and humidity, chemicals, exhaust fumes, gasoline, and diesel fuel. Environmental Conditions: Work outside and inside; moderate exposure to extreme temperature (hot and cold) and vehicle fumes.

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.