



## JOB DESCRIPTION

**JOB TITLE:** Mechanic II  
Transportation Department

**REPORTS TO:** Shop Supervisor

**WAGE/HOUR STATUS:** Nonexempt

**PAY GRADE:** TR3

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### **PRIMARY PURPOSE:**

The Mechanic II is responsible for performing preventive maintenance, inspections, and repairs to District fleet vehicles and equipment to include school buses, white fleet, trailers, light duty equipment, and generators.

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)
- Minimum of two (2) current ASE Automotive Certification (Diesel Engine and one other from the ASE Medium/Heavy Duty Truck or School Bus tests)
- Capable of obtaining and maintaining Texas School Bus Driver's Certification
- Minimum two (2) years automotive/heavy-duty truck maintenance and repair experience

#### **Preferred:**

- ASE Master Technician Certification

### **SPECIAL KNOWLEDGE/SKILLS:**

- 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
- Ability to operate a school bus
- Ability to follow verbal and written directions
- Physical ability to lift heavy equipment and vehicle parts; work in various temperature and weather conditions; and to walk, stand, climb, carry, stoop, bend, kneel, and reach

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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 II
- Work with direction and independently to complete assigned tasks
- Assist technicians with vehicle repairs
- Perform vehicle repairs to include safety equipment, lights, tires, glass, seats, electrical accessories
- Perform preventative maintenance checks and analysis of same
- Perform facility cleaning/upkeep tasks to include fueling, trash collection, sweeping, mopping, stocking, etc. as required
- Assist with vehicle road calls and vehicle accidents as required/directed.
- Assumes and drives bus route, in emergency situation, if needed.
- Participates in annual industry-related professional development as required/directed
- 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.

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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.