

Job Title: VEHICLE MECHANIC HELPER
Reports to: Director of Transportation
Dept./School: Transportation
Wage/Hour Status: Non-exempt
Date Revised: April 18, 2016

Primary Purpose

Assist mechanics and perform maintenance of office and building grounds.

QUALIFICATIONS

Education/Certification

Valid Texas Commercial Driver's License (Class B or Class A with endorsements code P and code S), (preferred)

Special Knowledge/Skills

Ability to pass alcohol and drug test
Ability to operate equipment and tools involved in vehicle repair
Ability to lift heavy equipment and vehicle parts
Acceptable driving record

Experience

Experience as certified school bus driver (preferred)

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Wash and perform maintenance on all buses and district vehicles.
2. Conduct safety and operational inspection on buses and district vehicles.
3. Maintain vehicles in clean and safe operation conditions.
4. Service all vehicles and buses with gas and oil also, check tires and batteries periodically.
5. Maintain records and check fuel tanks in vehicles.
6. Repair flats
7. Operate hydraulic lift jacks.
8. Clean and sweep shop areas.
9. Assist mechanics in lifting heavy parts.

Other

10. Exhibit punctuality and dependability in the workplace.
11. Perform other duties assigned by supervisor.
12. Maintain confidentiality of information.

Supervisory Responsibilities

None

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____