

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

Primary Purpose

Perform minor mechanical repairs to ensure proper performance and safety of district vehicles. Work on projects assigned, follow established procedures.

QUALIFICATIONS

Education/Certification

High School Diploma or GED, preferred
Valid Texas commercial driver's license (Class B or Class A with endorsements code P and code S)

Special Knowledge/Skills

Ability to diagnose mechanical problems and perform repairs with general supervision
Ability to operate equipment and tools involved in vehicle repair
Ability to lift heavy equipment and vehicle parts
Ability to pass alcohol and drug test
Acceptable driving record

Experience

Two years experience as mechanic

JOB PERFORMANCE STATEMENTS

Maintenance and Repairs

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Performs mechanical repairs.
3. Help lead and master mechanics complete repairs.
4. Do welding and minor body work.
5. Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
6. Maintain accurate, updated records of preventive maintenance.
7. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
8. Demonstrate process of preventive maintenance and visual inspections to mechanic helpers.
9. Perform preventive maintenance according to established schedules.

Safety

10. Operate tools, equipment, and machinery according to prescribed safety procedures.

- 11. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
- 12. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- 13. Help keep shop, equipment, and tools in safe operating condition.

Other

- 14. Maintain accurate records of time and materials required to perform repairs and service.
- 15. Operate buses and other vehicles as needed.
- 16. Work irregular hours as needed.
- 17. Drive for an assigned bus route as needed.
- 18. Exhibit punctuality and dependability in the workplace.
- 19. Perform other duties assigned by supervisor.
- 20. Maintain confidentiality of information.

EQUIPMENT USED

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment, school bus, and district vehicles.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

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. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

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:** _____