



Job Title:	Mechanic Helper	Wage/Hour Status:	Non-Exempt
Reports To:	Shop Foreman	Pay Grade:	Transportation Group 1
Dept. /School:	Transportation Department	Date Revised:	11/04/2011

Primary Purpose:

Help mechanics repair and maintain all vehicles.

Qualifications:

Education/Certification:

Valid Texas commercial driver's license (Class B)

Special Knowledge/Skills:

Ability to diagnose minor mechanical problems and perform repairs with supervision
Ability to operate tools and equipment involved in vehicle repair
Ability to lift heavy equipment and vehicle parts
Ability to pass alcohol and drug test
Ability to pass required bus driver safety training
Acceptable driving record
Ability to operate bus

Experience:

One-year experience in minor vehicle repair and maintenance

Major Responsibilities and Duties:

Maintenance and Repairs:

1. Perform mechanical repairs or work under supervision of a mechanic to repair or replace tires, bulbs, and accessories.
2. Disassemble simple components and clean parts for reassembly.
3. Assist mechanics with lifting and maneuvering heavy parts and components.
4. Request parts and tools for mechanics as needed.
5. Check fluid levels and replace oil, water, battery, and other fluids as needed.
6. Help in maintain accurate, updated records of preventive maintenance.
7. Inspect, repair, change, and rotate tires.
8. Clean shop floors, stalls, driveways, tools, and equipment.

Safety:

9. Operate tools, equipment, and machinery according to established safety procedures.

10. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

12. Operate buses and vehicles as needed, including driving buses into shop area for work.
13. Record use of gas and mileage for buses daily.
14. Other duties as assigned.

Supervisory Responsibilities:

None

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.

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