



Job Title:	Mechanic I	Wage/Hour Status:	Non-Exempt
Reports To:	Shop Foreman	Pay Grade:	Transportation Pay Group 2
Dept. /School:	Transportation Department	Date Revised:	11/07/2011

Primary Purpose:

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

Qualifications:

Education/Certification:

TASBT Technician Certification (preferred)
Valid Texas commercial driver's license (Class B with passenger)
Current Texas School Bus Certification (preferred)

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
Ability to pass required bus driver safety training
Acceptable driving record
Ability to operate bus

Experience:

One-year experience as mechanic

Major Responsibilities and Duties:

Maintenance and Repair:

1. Perform minor mechanical repairs.
2. 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.
3. Maintain accurate, updated records of preventive maintenance.
4. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
5. Demonstrate a systematic process of preventative maintenance and visual inspections.
6. Perform routine preventive maintenance on shop equipment according to established schedules.

Safety:

7. Operate tools, equipment, and machinery according to prescribed safety procedures.
8. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
9. Help keep shop, equipment, and tools in safe operating condition.
10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

11. Operate buses and vehicles as needed.
12. Maintain accurate records of time and materials required to perform repairs and service.
13. Maintain assigned hand tools in a clean and secure manner.
14. Respond to roadside malfunctions in a timely manner.
15. Perform cleaning functions to maintenance and fueling station facilities.
16. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Automotive diagnostic equipment, wheel-balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, jacks and lift equipment. School bus and district vehicles. Telephone and two-way radio.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Lift 80 pounds. 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, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Interpret communications both verbal and written.

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.