



Job Title:	Mechanic III	Wage/Hour Status:	Non-Exempt
Reports To:	Shop Foreman	Pay Grade:	Transportation Pay Group 5
Dept. /School:	Transportation Department	Date Revised:	11/07/2011

Primary Purpose:

Perform major mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles.

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:

Advanced knowledge of diesel and fuel engine maintenance and repair
Ability to diagnose mechanical problems and perform repairs independently
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
Ability to operate a wrecker

Experience:

Five years experience as mechanic
Two years experience as a wrecker operator

Major Responsibilities and Duties:

Maintenance and Repair:

1. Evaluate mechanical problems in vehicles using diagnostic equipment.
2. Help mechanics evaluate minor mechanical problems. Inspect repairs completed by mechanics.
3. Respond to roadside malfunctions and make repairs on-site or conduct proper towing/recovery operations.
4. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, etc.
5. Check and repair electrical and cooling systems.

6. Install heaters and similar accessories.
7. Do welding and perform minor bodywork.
8. Analyze engine performance and perform tune-ups as needed.
9. Perform routine vehicle maintenance and preventative care.
10. Maintain accurate, updated preventive maintenance records.

Safety:

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

Other:

15. Operate busses and vehicles as needed.
16. Work irregular hours as needed.
17. Load/remove tapes from video monitoring system. Aim/adjust camera.
18. Other duties as assigned.

Supervisory Responsibilities:

Monitor and direct work of mechanics and mechanic helpers.
Evaluate actions necessary for recovery operations.
Monitor and ensure proper time card procedures are followed.

Equipment Used:

Small hand tools, drills, drill press, grinder, air-powered tools, torch, jacks and lift equipment. School bus and district vehicles.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Lift 40 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.

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.