

Job Title: District Fleet Mechanic

Exemption Status/Test: Non-exempt

Reports to: Transportation Director

Pay Grade: As set by SISD Board of Trustees

Dept./School: Transportation

Primary Purpose:

Perform minor and major mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures.

Qualifications:

Education/Certification:

1. Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsement preferred, or under terms of employment, must become certified within the first 3 months of employment.
2. ASE or TASBT certification preferred.
3. Certified Texas Commercial Vehicle Safety Inspector within first 6 months of employment.

Special Knowledge/Skills:

1. Advanced knowledge of diesel and fuel engine maintenance and repair
2. Ability to diagnose mechanical problems and perform repairs independently
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
4. Ability to pass U.S. Department of Transportation alcohol and drug tests and physical exam
5. Ability to access and use service materials
6. Ability to operate a bus
7. Ability to communicate effectively with others

Experience:

3 years' experience as mechanic

Major Responsibilities and Duties:

Maintenance and Repair

1. Maintains or repairs all mechanical, electrical, and electronic components of the SISD bus and vehicle fleet.
2. Perform routine vehicle preventative maintenance tasks on a scheduled basis

3. Analyze each job assignment and ensure materials are available
4. Communicates effectively with bus drivers to assist in diagnosis of reported repairs.
5. Repair electrical systems utilizing electronic test equipment
6. Overhaul engines (gas, propane and diesel), brakes, clutches, transmissions, and rear ends as required
7. Diagnose mechanical problems using test equipment, test drive vehicles, and perform gas or diesel tune-ups
8. Assists fueling or washing buses as necessary.
9. Keeps tools and repair shop clean and neat.
10. Assists Director by advising most economical repair of equipment.
11. Reports for work and stays on the job 8 hours per day unless emergency arises which requires additional duty as instructed by Director.
12. Must seek to acquire close working relationship with office staff and bus drivers.
13. Keep records of repairs and schedules of maintenance required on all equipment. Keeps track of and orders necessary bus parts.
14. Advises Director on needed parts and keeps parts room clean and neat.
15. Travel off-site to do bus repairs at any time of the day/week as necessary.
16. Performs summer maintenance on buses by thoroughly cleaning inside and out and under hood.

Safety

1. Follow all rules, regulations, and policies of Sanger ISD and follow directives from supervisor
2. Attends and completes required training program to maintain safety certification
3. Ensure that shop, equipment, and tools are in safe operating condition.
4. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

Other

1. Perform other functions that may be assigned by the Administration and/or supervisor.
2. Works in harmony with supervisory and peer personnel.
3. Represents the school system to the community in a positive, professional way.
4. Maintains a sincere, friendly attitude toward patrons of the District.
5. Supports administrative and Board Policy in a consistent manner.
6. Operates two-way radio equipment to communicate with transportation office.
7. Exemplifies high standards of ethical conduct according to District Policy Manual, Policy DH.
8. Drives bus route when needed.

Supervisory Responsibilities:

None

Tools/Equipment Used: Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

Posture: Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Moderate walking; frequent climbing, grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours;

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____