

LINDALE INDEPENDENT SCHOOL DISTRICT

Job Title: Mechanic Helper

Wage/Hour Status: Nonexempt

Reports to: Director of Transportation

Pay Grade:

Dept/School: Transportation

Days Worked: 243 days

Primary Purpose:

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

Qualifications:

Education/Certification:

Valid Texas commercial driver's license (Class A or B) with P & S endorsements

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

➤ 20 hr training class for the first time and then 8 hr training class every 3 years after that

Acceptable driving record

Ability to operate bus

Experience:

Two years of experience as mechanic, preferred

Major Responsibilities and Duties:

Maintenance and Repairs

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Perform minor mechanical repairs.
3. Help other mechanics complete major 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. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
7. Demonstrate process of preventive maintenance and visual inspections to mechanic helpers.

8. Perform preventive maintenance; including bleeding of air tanks, on shop equipment according to established schedules.
9. Responds to breakdowns and/or accidents as quickly as possible. Determines if repairs are to be made on sight or attempts to move the bus to the transportation shop.
10. Operate bus and deliver buses to drivers when breakdown occurs.
11. Respond to after-hour emergency calls, as needed.

Safety

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

Other

16. Maintain accurate records of time and materials required to perform repairs and service.
17. Operate buses and other vehicles, as needed.
18. Work irregular hours, as needed.
19. Maintain confidentiality.

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 buses and district vehicles.

Working Conditions:

Mental Demands:

Maintain emotional control under stress

Physical Demands:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching.

Environmental Factors:

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.

Approved by _____ Date _____

Reviewed by _____ Date _____