

# Mechanic - Transportation

---

**Job Title:** Mechanic (Technician) - Transportation

**Exemption Status/Test:** Nonexempt

**Reports to:** Shop Foreman

**Date Revised:** November 2017

**Dept./School:** Transportation

**Pay Grade:** 3406A/B **Calendar Days:** 256

**Appointed By:** The Superintendent of Schools

---

## Primary Purpose:

Responsible for on-site repair, rebuild, and preventive maintenance on all vehicles in the Transportation fleet. Technician will perform major and minor mechanical repairs with minimal supervision to ensure proper performance and safety of buses and white fleet.

## Qualifications:

### Education/Certification:

High School Diploma or G.E.D.

Some college/technical school, preferred

Possess or obtain within 90 days of employment a Class B commercial driver's license with passenger (P) and school bus (S) endorsements

Possess the certification or complete the School Bus Driver Training Certification Course within 180 days of employment

Possess or acquire a *Clear to Drive* from Aldine ISD's Training Academy with 90 days of employment

Possess or acquire a Medical Examiner's Certification for commercial driver medical certification immediately upon employment

Pass Department of Transportation pre-employment drug and alcohol test

Meet the requirements to become a Certified Vehicle Inspector in the State of Texas within 90 days of employment

Be eligible for coverage under the district's vehicle insurance program

### Special Knowledge/Skills:

Knowledge of and ability to repair gasoline and diesel vehicles

Knowledge of various types of school buses (preferred) and white fleet vehicles

Ability to diagnose mechanical problems and perform repairs independently

Ability to read and interpret documents such as safety rules and operating and maintenance instructions

Ability to work effectively both as a team and independently with minimal supervision

Effective organizational, communication, and interpersonal skills

Ability to input data into and maintain accurate records in the department's maintenance software and State of Texas Inspection Station software

Knowledge of Federal and State School Bus Specifications

### Experience:

Experience as a school bus mechanic preferred

## Major Responsibilities and Duties:

1. Perform major and minor mechanical and electrical repairs, preventative maintenance and diagnostics of buses and white fleet.
2. Estimate and document time and materials required to perform major repairs.

## **Mechanic - Transportation**

---

3. Work as an effective team member.
4. Maintain a safe, clean, and orderly work environment.
5. Attend to road calls and broken down buses in the field.

### **Records, Reports, and Correspondence**

6. Input accurate records of time and materials into the fleet maintenance software.

### **Safety**

7. Follow established safety procedures and techniques to perform job duties.
8. Ensure that the shop, equipment, and tools are in safe operating condition.
9. Correct and report any unsafe acts to supervisor.

### **Other**

10. Operate buses and white fleet vehicles as needed.
11. Perform other duties as assigned by supervisor and Superintendent of Schools.

### **Supervisory Responsibilities:**

None

### **Evaluation:**

The Mechanic's evaluation is a responsibility resting with their assigned supervisor. An evaluation shall be completed in writing at least once during the course of the school year.

### **Salary:**

As approved by the Board of Trustees

### **Mental Demands/Physical Demands/Environmental Factors:**

**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 white fleet vehicles

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

**Motion:** Moderate walking; frequent climbing, gasping/squeezing, wrist flexion/extension, and overhead reading; moderate driving

**Lifting:** Light to moderate lifting and carrying on a daily basis

## Mechanic - Transportation

---

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