



Elgin Independent School District- Job Description

Job Title Vehicle Mechanic		Dept./School Transportation	Reports to Director of Transportation / Lead Mechanic
Pay Grade: Per EISD Pay Scale	Days: 260	Exemption Status Non-Exempt	Date Revised November 26, 2023

Primary Purpose:

Perform major and minor 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:

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Special Knowledge/Skills:

Knowledge of diesel and gasoline engine maintenance and repair

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

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Ability to access and use printed service materials

Ability to communicate effectively with others

Experience:

Two years experience as mechanic

Major Responsibilities and Duties:

Maintenance and Repairs

1. Perform minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner with minimal supervision. Work with lead mechanic to complete major repairs.
2. Service vehicles according to established preventive maintenance schedule and maintain accurate, updated records of preventive maintenance.
3. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
4. Do welding and minor body work.

5. Assign routine preventive maintenance tasks to mechanic helper and inspect completed work for quality.

Safety

6. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
8. Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules.
9. Follow district safety protocols and emergency procedures.

Other

10. Maintain accurate records of time and materials required to perform repairs and service.
11. Operate buses and other vehicles as needed.

Supervisory Responsibilities:

None

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 district vehicles.

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

Motion: Moderate walking, climbing; frequent 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.