



Longview Independent School District

JOB DESCRIPTION MECHANIC HELPER

JOB TITLE:	Mechanic Helper	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Shop Foreman/ Director of MTC&F	TERMS:	260 Days
DEPARTMENT:	Transportation	PAY GRADE:	Manual Trades 2

PRIMARY PURPOSE:

Help mechanics repair and maintain all vehicles

QUALIFICATIONS:

Education/Certification:

Valid Texas commercial driver's license (Class B)

Special Knowledge/Skills:

- Ability to diagnose minor mechanical problems and perform repairs with supervision
- Ability to operate tools and equipment 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

Experience:

One-year experience in minor vehicle repair and maintenance

Other:

Be at least 21 years of age
Acceptable driving record



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MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repairs

1. Perform mechanical repairs or work under supervision of a mechanic to repair or replace tires, bulbs, and accessories
2. Disassemble simple components and clean parts for reassembly
3. Assist mechanics with lifting and maneuvering heavy parts and components
4. Request parts and tools for mechanics as needed
5. Check fluid levels and replace oil, water, battery, and other fluids as needed
6. Help maintain accurate, updated records of preventive maintenance
7. Inspect, repair, change, and rotate tires
8. Clean shop floors, stalls, driveways, tools, and equipment

Safety

9. Operate tools, equipment, and machinery according to established safety procedures
10. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately

Other

12. Operate buses and vehicles as needed, including driving buses into shop area for work
13. Complete work orders and other reports legibly, completely and accurately
14. Ability to keep an even temper in difficult circumstances
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other (continued)

17. Maintain confidentiality in the conduct of district business
18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned

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, as well as school buses and district vehicles

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting and carrying; 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; frequent district-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus



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EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2013