



Longview Independent School District

JOB DESCRIPTION MECHANIC I

JOB TITLE:	Mechanic I	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Shop Foreman	TERMS:	260 Days
DEPARTMENT:	Transportation	PAY GRADE:	Manual Trades 5

PRIMARY PURPOSE:

Perform 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 B)

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
- Acceptable driving record
- Ability to operate bus

Experience:

Two years experience as mechanic

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repairs

1. Use diagnostic equipment to evaluate mechanical problems in vehicles
2. Perform minor mechanical repairs
3. Help lead mechanic complete major repairs



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Maintenance and Repairs (continued)

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; maintain all fluid levels
6. Maintain accurate, updated records of preventive maintenance
7. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed
8. Demonstrate process of preventive maintenance and visual inspections to mechanic helpers
9. Perform preventive maintenance; including bleeding of air tanks, on shop equipment according to established schedules

Safety

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

Other

14. Maintain accurate records of time and materials required to perform repairs and service
15. Operate buses and other vehicles as needed
16. Work irregular hours as needed
17. Comply with district policies, as well as state and federal laws and regulations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other (continued)

18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. 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)
21. Demonstrate regular and prompt attendance
22. 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; school bus 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



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

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

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