



Longview Independent School District

JOB DESCRIPTION MECHANIC II

JOB TITLE:	Mechanic II	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Shop Foreman	TERMS:	260 Days
DEPARTMENT:	Transportation	PAY GRADE:	Manual Trades 6

PRIMARY PURPOSE:

Perform major mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles

QUALIFICATIONS:

Education/Certification:

Valid Texas commercial driver's license (Class B)

Special Knowledge/Skills:

- Advanced knowledge of diesel and fuel engine maintenance and repair
- Ability to diagnose mechanical problems and perform repairs independently
- 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:

Five years experience as mechanic

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repairs

1. Evaluate mechanical problems in vehicles using diagnostic equipment
2. Help mechanics evaluate minor mechanical problems
3. Inspect repairs completed by mechanics



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Maintenance and Repairs (continued)

4. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, etc.
5. Check and repair electrical and cooling systems
6. Install heaters and similar accessories
7. Do welding and perform minor body work
8. Estimate time and materials required to perform major repairs
9. Analyze engine performance and perform tune-ups as needed
10. Perform routine vehicle maintenance and preventive care
11. Maintain accurate, updated preventive maintenance records
12. Help train mechanics and mechanic helpers

Safety

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

Other

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



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other (continued)

20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. 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)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Small hand tools, drill, drill press, grinder, air-powered tools, torch, 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