

## **Killeen Independent School District Job Description**

**Job Title:** Maintenance Technician  
**Department:** Transportation Services  
**Reports To:** Director for Transportation Services  
**FLSA Status:** Non-exempt

### **SUMMARY**

Responsible for all fleet repair facility operations. Supervises and directs activities of mechanics and senior mechanics engaged in the maintenance of school buses and other district-owned vehicles and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties that may be assigned:

Maintains all District-owned vehicles in sound mechanical condition.

Administers comprehensive maintenance program, to include scheduled and unscheduled services, for all vehicles to ensure safe operation.

Maintains vehicle records pertaining to major repairs, modification work orders, and replaced components.

Interprets job order; observes and listens to vehicle in operation to determine malfunction; and subsequently assigns repair job to mechanic or senior mechanic.

Prioritizes shop work schedule; assigns repair jobs to mechanics according to specialty and degree of skill.

Assists mechanics and senior mechanics with repairs when needed; able to safely operate all shop equipment associated with school bus repairs.

Uses available vehicle diagnostic equipment to diagnose and analyze mechanical problems on all assigned equipment.

Performs road-side maintenance calls and recovery operations as necessary.

Provides for a safety inspection and quality control check of each job upon completion; performs road test, etc.

Provides for state inspections on all District-owned vehicles.

Responsible for cleanliness, safety, and environmental policy enforcement in all shop areas.

Responsible for inventories and accountability of all District-owned shop equipment.

Procures repair parts, equipment, and contracted services for daily repairs using District purchasing card.

Administers vehicle repair contracted services.

Prepares and distributes the daily deadline report. Manages substitute fleet; substitutes vehicles as required to support the mission.

In-processes all new vehicular District equipment; initiates required documentation, forms, records, and files.

Assists in preparation of state and local transportation reports.

Assists in investigations of accidents/incidents involving District vehicles.

Coordinates vehicle recovery operations; provides after-duty road service assistance as needed.

Operates two-way radio equipment and communicates information required for continuing operation of all transportation functions.

Makes presentations during driver in-service training and small group meetings and assists in department-wide staff development programs as needed.

Assists with enforcement of administrative policies, procedures, safety rules, and governmental regulations.

Assists with equipment procurement process by reviewing specifications and conducting product evaluations.

Serves as a substitute school bus driver or monitor as needed, performing duties and functions of these positions and maintaining all licenses and certifications required to perform these duties.

Performs such other tasks as may be assigned by the Director of Transportation Services.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for the overall direction, coordination, and evaluation of the vehicle maintenance section. Supervises all subordinate senior mechanics and mechanics in the maintenance of school buses and other District vehicles and equipment. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED). Minimum of five years mechanic experience working in a vehicle repair facility required.

**LANGUAGE SKILLS** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and

correspondence. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**COMPUTER SKILLS**

This position requires that the employee be able to operate an IBM-compatible computer, utilizing the District's standard software products plus any additional software that may be unique to the position.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast-paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to advise and direct operations based on evaluation of variables presented and interpretation of applicable instructions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

ASE certification preferred. Must be able to obtain and maintain a valid Texas Commercial Driver's License (Class A or B) with passenger (P) and school bus (S) endorsements without air brake restrictions; and obtain and maintain a current state school bus driver certification issued by the Texas Department of Public Safety.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. While performing the duties of this job, the employee is required to talk and hear; to walk; stand; sit; to climb and balance; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing, and pulling. Occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate to loud.

**OTHER QUALIFICATIONS**

Must be 20 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment physical (while employed, physicals will be taken annually.) Must also initially complete Texas School Bus Driver certification course (8 hours) and subsequently the Texas School Bus Driver Refresher Course (8 hours) every three years.

**Prepared By:** John Paradice, Auxiliary Staffing Specialist  
**Prepared Date:** November 9, 1998  
**Revised By:** John Paradice, Coordinator for Auxiliary Personnel  
**Revised Date:** January 16, 2008

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.