

**Killeen Independent School District
Job Description**

Job Title: Senior Mechanic
Reports To: Senior Shop Foreman
FLSA Status: Non-exempt

SUMMARY:

Maintains school buses and other district vehicles and equipment.

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

Interprets job order; observes and listens to vehicle in operation to determine malfunction; plans appropriate work process. Road tests vehicle when repairs completed.

Uses available vehicle diagnostic equipment.

Installs or repairs parts or components to allow full operation of the vehicle.

Performs major engine overhauls on gas, and diesel fueled vehicles.

Completes work order based on time and work required and parts installed.

Performs road-side maintenance calls and recovery operations as necessary

Assists the Senior Shop Foreman in the procurement of repair parts.

Performs vehicle repairs in a timely manner and to the satisfaction of the Senior Shop Foreman

Performs scheduled and unscheduled vehicle services.

Responsible for inventories of assigned tools and equipment and for the cleanliness of tools and work area.

Responsible for safe shop operations.

Keep the Senior Shop Foreman informed as to status of jobs in shop.

Acts as Senior Shop Foreman during absence of Senior Shop Foreman.

Assists in training of Mechanics.

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 equipment procurement process by reviewing specifications and conducting product evaluations.

Serves as a substitute 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 other duties as may be assigned by the Senior Shop Foreman, Transportation Support Specialist, or Director of Transportation Services.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

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 a 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

ASE certification preferred. Must be able to obtain and maintain a valid Texas Class A Commercial Driver's License with passenger (P) and school bus (S) endorsements without air brake restrictions within 90 days of employment; 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. Occasional driving during the hours of darkness. 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 (20 hours) and subsequently the Texas School Bus Driver Refresher Course (8 hours) every three years.

Revised Date: April 5, 2022

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.