



Flour Bluff Independent School District Job Description

JOB TITLE: Mechanic Fleet - Vehicle

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Fleet Mechanic Supervisor

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Perform 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) with passenger and school bus endorsements
- ASE Certification

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 required bus driver safety training.
- Ability to pass alcohol and drug test.
- Acceptable driving record.
- Ability to operate bus.

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repairs:

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Perform mechanical repairs.
3. Do welding and minor bodywork.
4. Service vehicles according to established preventive maintenance schedule.
5. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and 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:

1. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
2. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
3. Help keep shop, equipment, and tools in safe operating condition.

Other:

1. Maintain accurate records of time and materials required to perform repairs and service.
2. Operate buses and other vehicles as needed.
3. Work irregular hours as needed.
4. Maintain good working communications with co-workers and other staff members.
5. Maintain good attitude in difficult situations.
6. Help maintain cohesiveness among employees.
7. Perform duties in a timely and organized manner.
8. Project a professional image through demeanor and dress.
9. Comply with Maintenance/Transportation Department policies and procedures.
10. Comply with policies and procedures as outlined in employee handbook and addendum.
11. Maintain regular and reliable attendance.
12. Adheres to proper channels when communicating ideas, problems, etc.
13. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

Posture: Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

Lifting: Heavy lifting and carrying (45 pounds and over) daily.

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

Mental Demands: Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.