



Flour Bluff Independent School District Job Description

JOB TITLE: Mechanic Helper

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Fleet Mechanic Supervisor

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Help mechanics repair and maintain all vehicles.

QUALIFICATIONS:

Education/Certification:

- Valid Texas commercial driver's license (Class B)

Special Knowledge/Skills:

- Ability to diagnose minor mechanical problems and perform repairs with supervision.
- Ability to operate tools and equipment 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:

- One year experience in minor vehicle repair and maintenance.

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repairs:

1. Perform mechanical repairs or work under supervision of a mechanic to repair or replace tires, bulbs, and accessories.
2. Disassemble simple components and clean parts for assembly.
3. Assist mechanics with lifting and maneuvering heavy parts and components.
4. Request parts and tools for mechanics as needed.
5. Check fluid levels and replace oil, water, battery, and other fluids as needed.
6. Help in maintaining accurate, updated records of preventive maintenance.
7. Inspect, repair, change, and rotate tires.
8. Clean shop floors, stalls, driveways, tools, and equipment.

Safety:

1. Operates tools, equipment, and machinery according to established safety procedures.
2. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc.
3. Corrects unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
4. Operates buses and vehicles as needed.
5. Records use of fuel and mileage for buses.
6. Maintains good working communications with co-workers and other staff members.
7. Maintains good attitude in difficult situations.
8. Helps maintain cohesiveness among employees.
9. Performs duties in a timely and organized manner.
10. Projects a professional image through demeanor and dress.
11. Complies with Maintenance/Transportation Department policies and procedures.
12. Complies with policies and procedures as outlined in employee handbook and addendum.
13. Maintains regular and reliable attendance.
14. Adheres to proper channels when communicating ideas, problems, etc.
15. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; 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.