



Flour Bluff Independent School District Job Description

JOB TITLE: Lead Mechanic - Vehicle

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Fleet Supervisor

DATE REVISED: 03/2025

PRIMARY PURPOSE:

- The Lead Mechanic is responsible for the maintenance, repair, and inspection of Flour Bluff IS D's bus fleet and white fleet vehicles. This position ensures that all district vehicles remain in safe and operational condition and comply with state and federal regulations. The Lead Mechanic will coordinate repair schedules, mentor other mechanics, and assist in diagnosing and resolving complex mechanical issues.

QUALIFICATIONS:

Education/Experience:

- High school diploma or equivalent required; vocational or technical training in automotive or diesel mechanics preferred.
- Minimum of 3-5 years of experience in vehicle maintenance, preferably in a school district or fleet environment.
- Leadership or supervisory experience preferred.

Licenses/Certifications:

- Must hold or be able to obtain a Texas Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements.
- ASE (Automotive Service Excellence) certification preferred.

- Texas School Bus Driver Certification preferred.

Knowledge/Skills/Abilities:

- Strong knowledge of vehicle diagnostics, repair procedures, and fleet maintenance.
- Understanding of state and federal transportation regulations.
- Ability to train and mentor staff effectively.
- Strong problem-solving, organizational, and communication skills.
- Proficiency in computer applications for maintenance tracking and record-keeping.
- Ability to work flexible hours, including responding to emergencies after hours.

MAJOR RESPONSIBILITIES AND DUTIES:

- Perform and oversee routine maintenance, repairs, and inspections on all district vehicles, including buses and white fleet vehicles.
- Diagnose mechanical issues and execute necessary repairs efficiently and effectively.
- Maintain records of all repairs, inspections, and maintenance work in compliance with district, state, and federal regulations.
- Assist in the development and implementation of preventive maintenance programs.
- Ensure compliance with Texas Department of Transportation (TxDOT) and other regulatory agencies regarding vehicle safety and operational requirements.
- Train and mentor mechanics and other transportation personnel on vehicle maintenance and safety protocols.
- Monitor inventory of parts, tools, and equipment, and coordinate purchases with the Fleet Supervisor.
- Respond to vehicle breakdowns and emergencies, providing on-site assistance when needed.
- Collaborate with school administrators, transportation personnel, and external vendors to ensure optimal fleet performance

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: Frequent 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. Must be able to respond to emergencies as needed.

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