Cedar Hill Independent School District
Job Description

Job Title: Bus Mechanic **Wage/Hour Status:** Nonexempt

Reports to: Executive Director of Student Services **Pay Grade:** BD3

Dept./School: Transportation **Number of Days:** 260

Primary Purpose:
Under the supervision of the Lead Mechanic the CHISD School bus mechanic helps plan, schedule, and perform bus repairs and preventative maintenance on the District's school bus fleet. The bus mechanic also assists in the maintenance of cars, trucks, and other motorized equipment; prepares and maintains related records, and other related duties as required.

Qualifications:

Education/Certification

- Must possess a High School Diploma or equivalent GED
- Must be at least 18 years of age
- State Bus Inspection certification or license
- Automotive Service Excellence (ASE) training course certified
- Equivalent combination of training and experience which provides the above knowledge, skills, and abilities
- Must possess a valid State of Texas School Bus Operator's license

Special Knowledge/Skills

- Extensive knowledge of the standard methods, practices, procedures, tools and materials of the automotive mechanics trade, as applied to a heavy volume and wide variety of passenger vehicles commonly used for school aged children
- Ability to thrive in a safety regulated environment and abide by all federal, state, and local guidelines for school bus maintenance
- Ability to continually upgrade knowledge, practices and procedures; pass training certification courses
- Master level skill in the automotive mechanics trade
- Ability to establish and maintain effective working relationships with other team members
- Ability to exercise control over assignment and timely completion of work performed
- Extensive knowledge of the principles and mechanics of internal combustion engines
- Extensive knowledge of transmissions, brake and oil systems, and filters
- Extensive knowledge of the occupational hazards and safety precautions of the trade
- Master level skill in locating and adjusting defects in automotive equipment
- Knowledge of diagnostic control panels and fleet maintenance software
- Ability to operate air conditioning, emission testing, and other types of technical diagnostic equipment
- Ability to adapt available tools and repair parts to specific repair problems
- Ability to operate a wide variety of school vehicles and equipment
- Ability to keep routine records
- Ability to thrive in a safety regulated environment and abide by all federal, state, and local guidelines for school bus maintenance
- Ability to pass random drug and alcohol screenings

Experience:

- At least three years of experience as a school bus mechanic; or
- Experience as a general mechanic or commensurate experience in working with school districts or large automotive engines and passenger vehicles

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Major Responsibilities and Duties:
Performs mechanical repairs on school buses, may include major overhauls as necessary and directed. Performs all preventative maintenance tasks on school buses, as needed, such as tire rotations, brake and light checks, diagnostic tests, and oil and filter changes.

- Performs glass and textile repair on school buses as needed
- Makes emergency service calls for stranded buses or other District mechanical equipment out in the field
- May be required to operate school vehicles and assist in breakdowns or repairing buses on site
- Makes recommendations to the supervisor for ordering and stocking all necessary repair parts, tires, and supplies
- Maintains the shop area in a clean, orderly and safe condition
- Assists in the service and repair of other District motor vehicles and support equipment as needed
- Maintains, repairs, and inspects tires and rims, and maintains records of district vehicles
- Performs complete and comprehensive safety inspections as required, documents and tracks as needed.
- Maintains full records on maintenance performed on vehicles, utilizes fleet software and enters data timely and accurately. Keeps records of repairs made, parts used, and time worked
- Estimates time, material, and equipment needed for assigned jobs, works with supervisor to ensure work efficiency
- Replaces and adjusts brakes, belts, and hoses as needed
- Writes requisitions, orders parts, and ensures parts are received in a timely manner and as acceptable to the nature of work
- Installs clutches, shock absorbers, radiators, top lights and electrical harnesses, and other parts or items as needed
- Prepares vehicles for exhaust emission sampling and testing by performing air pollution control maintenance, inspection, repair, and diagnosis
- May occasionally be asked to fabricate parts and tools and perform body repair, welding, and painting
- Installs accessories on or reinforces special purpose vehicles
- Responsible for successfully completing continuing education courses in automotive trade, elevated certifications as applicable, and training other staff members as needed
- Duties will at all times be subject to review, delegation, and/or reassignment
- May be required to work varying shifts as work demands
- Performs any related work as requires

Supervisory Responsibilities:

- None

Working Conditions

Mental Demands/Physical Demands/Environmental Factors:
This position is considered physically demanding due to the nature of work. There will be many extended periods of standing time. Must be able to lift heavy objects, up to fifty pounds. Must be able to move objects and use abdominal and lower back muscles to provide support over time without fatigue. Short periods of time with moving, crouching, bending, lying on back, or working in somewhat awkward and uncomfortable positions. Requires concentration, manual dexterity, coordination, and stamina.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature: _____ Date: _____

Cedar Hill ISD is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, marital status, disability status, protected veteran status, or any other characteristic protected by law.