

KERRVILLE INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

TITLE: MAINTENANCE MECHANIC

Wage/Hour Status: Nonexempt

Revised: 11-12-12

QUALIFICATIONS:

- Three references which will verify willingness to work
- Certification of good health signed by licensed physician when required
- Demonstrates aptitude for successful completion of assigned tasks
- Skill in vehicle small engine maintenance and repair
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable

REPORTS TO:

- Director of Maintenance

JOB GOAL:

- To keep all vehicles in operative condition for the safe transport of employees of the school district.

PERFORMANCE RESPONSIBILITIES:

- Works individually, in small groups and with entire crew in maintaining all vehicles and equipment owned or operated by the school district.
- Works with other school personnel when assigned to those tasks.
- Practices good safety habits on the job.
- Repairs and maintains all mechanical and electrical systems of the district's service trucks and yard equipment.
- Assists in checking oil and gas in all units each morning.
- Keeps tools and shop clean and neat.
- Assists Director by advising most economical repair of equipment.
- Reports for work and stays on the job eight hours per day unless emergency arises which requires additional duty as instructed by Director.
- Keep records of repairs and schedules of maintenance required on all equipment.
- Maintains supply of parts and keeps parts-room neat and clean.
- Displays tolerance necessary for accepting supervision for and criticism of duty performance.
- Works in harmony with supervisor and peer personnel.
- Supports administrative and Board policy in a consistent manner.

MAINTENANCE MECHANIC

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- Represents the school system to the community in a positive, professional manner.
- Maintains a sincere, friendly attitude toward patrons of the District to insure communication.
- Performs all other duties as assigned.

Mental Demands / Physical Demands / Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling and reaching, heavy lifting and carrying. Work outside and inside, on slippery or uneven surfaces and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials, and welding sparks. May require district-wide travel.

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.

TERMS OF EMPLOYMENT:

Work year established by the Board; salary according to current schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.