

**KERRVILLE INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TRANSPORTATION MECHANIC

Wage/Hour Status: Nonexempt

Revised: 10-16-12

QUALIFICATIONS:

- Must have at least 3 years experience as a medium/heavy truck or school bus mechanic. Positive references a must.
- Must demonstrate a thorough working knowledge of a preventive maintenance program.
- Must have, or immediately acquire, a Class A CDL with air brakes, passenger and school bus endorsement.
- Must be certified in at least 2 areas of ASE (Automotive Service Excellence) or TASBT (Texas Association of School Bus Technicians), or under terms of employment, become certified within the first six months of employment.
- Must possess proficient writing and communication skills.
- Must supply own hand tools.
- Must pass a pre-employment DOT physical, criminal history check, annual driver license check, and random drug/alcohol screenings.

REPORTS TO:

- Transportation Director and, as necessary, Assistant Director

JOB GOAL:

- To work with Transportation Director to ensure the Kerrville ISD bus fleet is maintained in a professional manner.

PERFORMANCE RESPONSIBILITIES:

- Maintains or repairs all mechanical, electrical, and electronic components of the KISD bus fleet.
- Communicates effectively with bus drivers to assist in diagnosis of reported repairs.
- Assists fuel or wash bay crew as necessary.
- Keeps tools and repair shop clean and neat.
- Assists Director by advising most economical repair of equipment.
- Reports for work and stays on the job 8 hours per day unless emergency arises which requires additional duty as instructed by Director.
- Must seek to acquire close working relationship with office staff and bus drivers.
- Keep records of repairs and schedules of maintenance required on all equipment. Keeps track of and orders necessary bus parts.

- Advises Director on needed parts and keeps parts room clean and neat.
- Drives bus route when needed.
- Travel off-site to do bus repairs at any time of the day/week as necessary.
- Responsible for daily maintenance and major repairs of each bus.
- Performs summer maintenance on buses by thoroughly cleaning inside and out and under hood.
- Exemplifies high standards of ethical conduct according to District Policy Manual, Policy DH.
- Displays tolerance necessary for accepting supervision for, and criticism of duty performance.
- Works in harmony with supervisory and peer personnel.
- Supports administrative and Board Policy in a consistent manner.
- Represents the school system to the community in a positive, professional way.
- Maintains a sincere, friendly attitude toward patrons of the District to insure communication.
- Must be willing to attend training classes.
- Performs other duties as assigned.

Mental Demands / Physical Demands / Environmental Factors:

Frequent walking, standing, climbing, kneeling, stooping, 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.