

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Mechanic Helper Mechanic Helper Second Shift	Wage/Hour Status:	Non-Exempt
Reports To:	Assistant Director Transportation Services	Pay Range:	43 B
Dept./School:	Transportation	Date Revised:	8/18/2021

Primary Purpose:

Responsible for providing minor repairs and assisting Motor Pool Mechanics to maintain Plano ISD's vehicle fleet in optimum operating condition.

Qualifications:

Education/Certification:

High school diploma or equivalent

Valid Texas driver's license - Class A or Class B CDL

Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:

Ability to communicate well and deal with all people in a courteous and positive manner

Experience:

No previous experience required

Major Responsibilities and Duties:

Perform minor vehicle repairs and assist Motor Pool Mechanics in tasks such as change oil and fix flats as assigned

Analyze each job assignment and consult with Motor Pool Lead Mechanic to ensure materials are available

Service all vehicles according to a preventive maintenance schedule, wash vehicles if needed

Complete work orders in a timely manner and ensure they include an accurate history of labor and material used

Clean shop areas regularly, including mopping up grease and oil, removing used parts, tires, debris, etc.

Remove and replace tires on vehicles, using jacks, pneumatic air impact wrenches, balancing equipment, etc.

Perform other functions that may be assigned by Director, Assistant Director, or District Administration

Follow all state laws and regulations, and all rules, guidelines, directives, and policies of Plano ISD Administration and the Transportation Department

Job Title: Mechanic Helper

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Uses vehicle repair equipment and tools, tire and wheel balance equipment, tire removal equipment, pneumatic air impact wrenches; operates Plano ISD vehicles

Working Conditions:

Physical Demands/Environmental Factors:

Frequently required to bend, crawl, and reach to service vehicles; routinely lift and carry parts and equipment 15-50 pounds; manual dexterity to complete projects in a craftsman manner; occasional exposure to inclement weather, including heat, cold, rain, and snow; frequent exposure to exhaust fumes, greases, and oils

Mental Demands:

Reading; Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 8/18/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____