

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Mechanic III	Wage/Hour Status:	Non-Exempt
Reports To:	Assistant Director Transportation Services	Pay Range:	47B
Dept./School:	Transportation	Date Revised:	08/10/18

Primary Purpose:

Responsible for working with and providing technical assistance to Motor Pool personnel to ensure Plano ISD's vehicle fleet is in optimum operating condition.

Qualification:

Education/Certification:

High school diploma or equivalent

ASE certification

Valid Texas driver's license ³/₄ Class A or Class B CDL

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

Special Knowledge/Skills:

Qualified vehicle inspector

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

Expertise in welding and light metal fabrication

Experience:

Five years' experience in heavy vehicle repair

Major Responsibilities and Duties

Assist the motor pool supervisor in supervising motor pool personnel in their daily tasks

Perform a scheduled preventive maintenance program to ensure compliance

Complete work orders for vehicle maintenance in a timely fashion and ensure all labor, materials, and costs are recorded

Perform all necessary repairs to Plano ISD vehicles and perform state vehicle inspections

Diagnose mechanical problems using test equipment, respond to emergency repair requirements, and test drive vehicles

Job Title: Mechanic III

Mentor and support motor pool mechanics on proper repair procedures

Follow safety rules and procedures and assume the responsibility of ensuring safety rules and procedures are followed by motor pool mechanics

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

Supervisory Responsibilities:

Mentor activities and check the work of other technicians; responsible for training of others in simple/routine tasks

Equipment Used:

Vehicle repair tools and equipment (including power tools, hydraulic lifts and tire changers), electronic analysis equipment, electrical test equipment, brake lathe, welding equipment, and engine hoist; operates Plano ISD vehicles; uses personal computer and associated software

Working Conditions:

Physical Demands:

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 fashion

Environment:

Work around moving objects or vehicles; fumes; solvents; grease and oil; may work under conditions of inclement weather

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: 08-10-18

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: _____