

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Mechanic II / Mechanic II Second Shift	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Assistant Director Transportation	<b>Pay Range:</b>	45B
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	02/13/20

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**Primary Purpose:**

Provide mechanical repairs and preventative maintenance tasks to ensure Plano ISD vehicles, including buses, are in optimum operating condition.

**Qualifications:**

**Education/Certification:**

- High school diploma or equivalent (required)
- Valid Texas driver's license Class A or Class B CDL
- Driving record that is insurable with Plano ISD's insurance carrier
- Texas State Inspection (TSI) License or willingness to obtain TSI license

**Special Knowledge/Skills:**

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

**Experience:**

- Two years of experience in heavy vehicle repair

**Major Responsibilities and Duties:**

- Perform routine mechanical repair requirements inclusive of repair or replacement of starters, clutches, radiators, carburetors, fuel pumps and exhaust systems
- Perform routine vehicle preventative maintenance tasks on a scheduled basis
- Analyze each job assignment and consult with motor pool Lead Mechanic to ensure materials are available
- Repair electrical systems utilizing electronic test equipment
- Overhaul engines (gas and diesel), brakes, clutches, transmissions and rear ends, as required
- Diagnose mechanical problems using test equipment, test drive vehicles and perform gas or diesel tune-ups
- Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor
- Follow attendance policy as assigned by supervisor

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

**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; Plano ISD vehicles; computer and computer software

**Working Conditions:**

**Mental Demands:**

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

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

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**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:** 02-13-20

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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 have 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:** \_\_\_\_\_