

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Mechanic I	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Assistant Director Transportation Services	<b>Pay Range:</b>	44B
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	08/10/18

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**Primary Purpose:**

Responsible for providing mechanical repairs and preventive maintenance tasks to ensure Plano ISD vehicles, including buses, are in optimum operating condition.

**Qualifications:**

**Education/Certification:**

- High school diploma or equivalent
- Valid Texas driver's license  $\frac{3}{4}$  Class A or Class B CDL
- Texas State Inspectors License ( have or eligible to obtain)
- 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:**

- Two years of experience in heavy vehicle repair

**Major Responsibilities and Duties:**

- Perform routine bus and vehicle preventive maintenance tasks on a scheduled basis
- Analyze each job assignment and consult with Motor Pool Lead Mechanic to ensure materials are available
- General light duty repair: replace batteries, head lights, install tires, fix flats
- Diagnose mechanical problems using test equipment
- Test drives vehicles on public streets
- Assist other mechanics as required
- Maintain mounted tire program
- Responsible for PISD tools – assigned or loaned from tool room

**Job Title:** Mechanic I

Follow all safety rules and procedures

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

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 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

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