

Date Posted: 08/10/2021

An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

Position Title: CISD Mechanic

Location: Carthage Independent School District

Contract: Exempt

Salary Range: Per CISD Salary Schedule

Job Goal: Responsible for on-site leadership of vehicle mechanics and mechanic assistants. Perform major mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures.

Position Requirement Education/Certification:

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsement

Experience: None Necessary

Reports to: Transportation Director

Application Procedures

District Employees: Submit letter requesting transfer/reassignment

Outside Applicants: Send cover letter, district application, resume, transcripts, and copy of credentials to:

Andre Granger, HR Director
#1 Bulldog Drive
Carthage, Texas 75633
Phone: (903) 693-3806
Fax: (903) 693-2511
E-mail: agranger@carthageisd.org

Application Deadline: Open until filled

Job Title: Mechanic

Exemption Status/Test: Nonexempt

Reports to: Director of Transportation

Date Revise: 08/10/2021

Dept./School: Transportation

Primary Purpose:

Responsible for on-site leadership of vehicle mechanics and mechanic assistants. Perform major mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures.

Qualifications:

Education/Certification:

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsement

Special Knowledge/Skills:

Advanced knowledge of diesel and fuel engine maintenance and repair

Ability to diagnose mechanical problems and perform repairs independently

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to pass U.S. Department of Transportation alcohol and drug tests and physical exam

Ability to access and use service materials

Ability to operate bus

Ability to communicate effectively with others

Experience:

Experience as mechanic required

Major Responsibilities and Duties:

Maintenance and Repair

1. Perform major and minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner and without supervision. Maintain accurate, up-to-date preventive maintenance records.
2. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, electrical, and cooling systems.
3. Estimate time and materials required to perform major repairs.
4. Assign work to vehicle mechanics and mechanic assistants and inspect completed work for quality.

Safety

5. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
6. Ensure that shop, equipment, and tools are in safe operating condition.
7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

Other

8. Maintain accurate records of time and materials required to perform repairs and service.
9. Operate buses and vehicles as needed.

Supervisory Responsibilities:

Monitor and direct the work of mechanics and mechanic assistants.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

Posture: *Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions*

Motion: *Moderate walking; frequent climbing, grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving*

Lifting: *Heavy lifting and carrying (45 pounds and over) on a daily basis*

Environment: *Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours;*

Mental Demands: *Maintain emotional control under stress*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____