

# MABANK ISD

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**Job Title:** Mechanic Assistant

**Exemption Status/Test:** Nonexempt

**Reports to:** Lead Mechnic

**Date Revised:** 10/09/19

**Dept./School:** Transportation

**Days:** 240

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## **Primary Purpose:**

Help mechanics perform routine repair and maintain on all vehicles.

## **Qualifications:**

### **Education/Certification:**

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

### **Special Knowledge/Skills:**

Ability to perform minor mechanical repairs with supervision

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

Ability to operate bus

Ability to understand and follow detailed written or verbal instructions

Ability to communicate effectively with others

### **Experience:**

Some experience in minor vehicle repair and maintenance

## **Major Responsibilities and Duties:**

### **Maintenance and Repairs**

1. Perform routine vehicle maintenance according to established preventative maintenance schedules and procedures and keep accurate, up-to-date records.
2. Perform routine mechanical repairs under supervision of a mechanic.
3. Disassemble simple components and clean parts for reassembly.
4. Assist mechanics with lifting and maneuvering heavy parts and components.
5. Requisition parts and tools as directed and pick up parts from vendors when required.
6. Clean shop floors, stalls, driveways, tools, and equipment.

### **Safety**

7. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to established safety procedures.

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8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Follow district safety protocols and emergency procedures.

### Other

10. Operate buses and vehicles as needed, including driving buses into shop area for repairs.
11. Record use of gas and mileage for buses daily.

### Supervisory Responsibilities:

None

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; 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, climbing; frequent 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

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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 \_\_\_\_\_