San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Assistant Mechanic/Driver	**Exemption Status:**	Non-Exempt
Reports to:	Director of Transportation	**Pay Grade:**	05
Works with:	Transportation Personnel	**Days:**	260
Dept./School:	Transportation Dept.	**Date Revised:**	8/26/2020

Primary Purpose:

Helps mechanic perform routine repair and maintain on all vehicles.

Prerequisites:

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

Special Knowledge/Skills:

- Ability to perform minor mechanical repair 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 and verbal instructions
- Ability to communicate effectively with others

Major Responsibilities and Duties:

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.
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.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Operate buses and vehicles as needed, including driving buses into shop area for repairs.
10. Record use of gas and mileage for buses daily.

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: Work with frequent interruptions; 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.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____