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:	Maintenance Mechanic	**Exemption Status:**	Non-exempt
Reports to:	Director Of Maintenance	**Pay Grade:**	06
Works with:	District Personnel	**Days:**	260
Dept. /School:	Maintenance	**Date Revised:**	1/24/2017

Primary Purpose:

Perform major and minor mechanical repairs with minimum supervision to ensure proper performance and safety of district vehicles including lawn equipment. Perform assigned work following established policies and procedures.

Prerequisites:

- Clear and valid Texas driver's license.

Special Knowledge/Skills:

- Knowledge of diesel and gasoline engine maintenance and repair
- 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 annual physical exam
- Ability to access and use printed service materials
- Ability to communicate effectively with others

Major Responsibilities and Duties:

1. Perform minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner with minimal supervision.

2. Service vehicles according to established preventive maintenance schedule and maintain accurate, updated records of preventive maintenance.

3. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.

4. Do welding and minor body work.

5. Assign routine preventive maintenance tasks and inspect completed work for quality.

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

7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

8. Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules.

9. Maintain accurate records of time and materials required to perform repairs and service.

10. Operate district vehicles and lawn equipment as needed.

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; lawn equipment 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

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 _____