

Job Title: Auto Shop Technician	Wage/Hour Status: Hourly
Reports to: Fleet Coordinator	Pay Grade: 404
Dept/School: Transportation	Date Revised: April 25, 2017

Primary Purpose

Maintain and repair motor vehicles and other fuel powered equipment.

Qualifications**Education/Certification**

High school diploma or GED

Must obtain valid Commercial Driver's License (within 90 days of employment)

Must pursue Region 19 School Bus Driver Certificate (upon acquiring Commercial Driver's License)

Must possess required tools for a mechanic

Special Knowledge/Skills

- Ability to diagnose mechanical problems and perform repairs
- Ability to operate equipment and tools involved in vehicle repair
- Ability to lift heavy equipment and vehicle parts
- Ability to pass alcohol and drug test
- Ability to pass required bus driver safety training
- Ability to operate bus
- Ability to follow written and verbal instructions
- Ability to pass annual physical
- Advance knowledge of diesel, gasoline and propane engines
- Ability to read wiring diagrams
- Knowledgeable in basic Microsoft Office- Word and PowerPoint
- Ability to speak, read, and write English

Experience

Two years experience as a heavy or light duty automotive technician or mechanic

Major Responsibilities and Duties

1. Uses diagnostic equipment to evaluate mechanical problems in vehicles.
2. Rebuilds, replaces or repairs minor and major vehicle components, including engines and transmissions.
3. Assists Lead Technician to complete major repairs.
4. Performs welding and bodywork.
5. Services vehicles according to established preventive maintenance schedule; rotates and balances tires, changes oil and filters; lubricates vehicle parts; inspects and replaces hoses, belts, mirrors, lamps; and maintains all fluid levels.
6. Inspects vehicles and evaluates condition of systems, equipment, accessories, and lights; provides service as needed.
7. Compiles, maintains, and files all reports, records and other required documents.
8. Operates buses and vehicles as needed.
9. Drives school bus routes, as needed
10. Estimates damage on vehicles for District administration and insurance agencies.
11. Responds to emergency calls, as needed.
12. Operates vehicles, tools, and equipment according to established safety procedures.
13. Ensures equipment is in safe operating condition.
14. Follows established safety procedures and techniques to perform job duties.
15. Corrects unsafe conditions in work area and immediately reports any conditions that are not correctable to supervisor.

- 16. Estimates time and materials required to perform repairs.
- 17. Analyzes engine performance and performs tune –ups, as needed.
- 18. Operates Fleet Maintenance Management Software.

Supervisory Responsibilities

None

Equipment Used

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks, and lift equipment. School bus and district vehicles.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Moderate walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting and carrying. Works outside and inside, and around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Must be able to lift 45 pounds and over. Must wear uniform daily. Works irregular hours, as needed. Must be able work out of the three transportation areas.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

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The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball 230-2829.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2829.