

Job Title:	Auto Shop Technician	Wage/Hour Status:	Hourly
Reports to:	Fleet Coordinator	Pay Grade:	TR4
Dept./School:	Transportation	Date Revised:	September 27, 2023

Primary Purpose

Maintain and repair motor vehicles and other fuel-powered equipment.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education
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 communicate effectively

Experience

Two (2 years' experience as a heavy or light duty automotive technician or mechanic

Major Responsibilities and Duties

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Rebuild, replace, or repair minor and major vehicle components, including engines and transmissions.
3. Assist Lead Technician to complete major repairs.
4. Perform welding and bodywork.
5. Service vehicles according to an established preventive maintenance schedule; rotate and balance tires, change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain fluid levels.
6. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; provides service as needed.
7. Compile, maintain, and file reports, records and other required documents.
8. Operate buses and vehicles as needed.
9. Drive school bus routes, as needed
10. Estimate damage to vehicles for District administration and insurance agencies.
11. Respond to emergency calls, as needed.
12. Operate vehicles, tools, and equipment according to established safety procedures.
13. Ensure equipment is in safe operating condition.
14. Follow established safety procedures and techniques to perform job duties.
15. Correct unsafe conditions in work area and immediately report any conditions that are not correctable to supervisor.
16. Estimate time and materials required to perform repairs.
17. Analyze engine performance and perform tune-ups, as needed.
18. Operate Fleet Maintenance Management Software.
19. Perform other duties as assigned by supervisor.

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. Work outdoor and indoor, and around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, hazardous 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: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.