

Job Title: Auto Shop Lead Technician

Wage/Hour Status: Hourly

Reports to: Fleet Coordinator

Pay Grade: TR6

Dept./School: Transportation

Date Revised: August 15, 2023

Primary Purpose

Coordinate and perform repair and maintenance of District vehicles to ensure efficient and effective operation of the transportation system.

Qualifications

Education/Certification

High School Diploma/GED

Must obtain valid commercial driver's license/passenger and school bus endorsements within 90 days of hire date

Obtain Region 19 School Bus Driver Certificate within 90 days of hire date

Must possess and maintain basic automotive tools

Must obtain Texas Vehicle Inspection Certification within 90 days of hire date

Must pass alcohol and drug tests

Must pass annual physical examinations

Special Knowledge/Skills

- Advanced knowledge of diesel, propane and gasoline engine maintenance and repair
- Ability to diagnose mechanical and electrical problems and perform repairs independently
- 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
- Acceptable driving record
- Ability to operate bus
- Ability to follow written and verbal instruction
- Ability to communication effectively and interpersonal skills
- Ability to read wiring diagrams
- Knowledge of computer software applications

Experience

Five (5) years' experience as mechanic or technician

One (1) year supervisory experience

Major Responsibilities and Duties

1. Evaluate mechanical and electrical problems in vehicles using diagnostic equipment.
2. Assist technicians evaluate all mechanical and electrical problems.
3. Inspect and evaluate repairs completed by technicians.
4. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, fuel systems, air conditioning and suspensions, etc.
5. Perform both conventional and ARC welding.
6. Coordinate pickup and delivery of district vehicles.
7. Estimate time and materials required to perform repairs.
8. Analyze engine performance and performs tune-ups as needed.
9. Assist to train technicians and technician apprentice.
10. Compile, maintain, file all reports, records, and other documents required.
11. Operate buses and vehicles as needed.
12. Work irregular hours as needed.
13. Respond to emergency calls as needed.
14. Operate tools and equipment according to established safety procedures.
15. Perform preventive maintenance on vehicles, tools, and equipment.

- 16. Ensure that equipment is in safe operating condition.
- 17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- 18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- 19. Perform duties of immediate supervisor or subordinate personnel as necessary to ensure continuity of operation during absence.
- 20. Establish and maintain effective work relationships with supervisors, employees, and other departments.
- 21. Enforce personnel rules, regulations and work behavior standards firmly and impartially. Promote observance of safe work practices at all times.
- 22. Must wear uniform daily.
- 23. Operate fleet management software.
- 24. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise technicians, technician apprentice, and shop operations.

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, and reaching, heavy lifting and carrying. Work indoor and outdoor, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, propane and diesel fuel. Must be able to lift 45 pounds and over.

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.