

Job Title:	Auto Shop Technician Apprentice	Wage/Hour Status	Hourly
Reports to:	Assigned Supervisor	Pay Grade:	TR3
Dept./School:	Transportation	Date Revised:	August 11, 2023

Primary Purpose

Contribute to the safe and efficient operation of the district fleet vehicles by performing preventive maintenance and basic routine repairs.

Qualifications

Education/Certification

High School Diploma/GED

Valid Texas Driver License

Must obtain valid Commercial Driver's License with Passenger and School Bus Endorsements within 90 days of hire date

Must obtain School Bus Driver Certification within 90 days of hire date

Must pass alcohol and drug tests

Must pass annual physical examinations

Must possess and maintain basic automotive tools

Special Knowledge/Skills

- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Knowledge of basic routine maintenance and repair procedures on vehicles
- Ability to diagnose minor to medium mechanical problems and perform repairs
- Ability to operate hand and power tools
- Ability to work independently
- Ability to operate a school bus
- Ability to utilize electronic diagnostic tools
- Basic knowledge of computers and software applications

Experience

General knowledge of auto mechanics

Major Responsibilities and Duties

1. Fix flat tires, pump fuel in vehicles, clean the automotive shop and perform other related labor tasks.
2. Assist technicians in repairing automotive vehicles and school buses.
3. Service vehicles according to established preventive maintenance schedules.
4. Rotate and balance tires, change oil and filters, lubricate vehicle parts, inspect and replace hoses, belts, mirrors, lighting, and maintain all fluid levels.
5. Ensure equipment is in safe operating condition.
6. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
7. Safeguard and maintain tools issued.
8. Check fluid levels and replace oil, water, battery and other fluids, as needed.
9. Perform duties of school bus driver, as needed.
10. Be familiar with basic diagnosing procedures.
11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Power tools/Air tools, hand tools, hand truck, welder, and diagnostic tools. Light truck, van, and bus.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work indoor and outdoor. Exposure to extreme temperatures, dust, fumes, and odors. Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Exposure to mechanical, electrical, and chemical hazards. Work around moving objects and vehicles. Must be able to lift 45 pounds and over. Frequent Districtwide travel.

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: _____

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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.