

Job Title: Auto Shop Technician Apprentice	Wage/Hour Status: Hourly
Reports to: Assigned Supervisor	Pay Grade: 403
Dept/School: Transportation	Date Revised: November 3, 2016

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 or GED
Must have acceptable driving record
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 speak and understand English
- Knowledge of basic routine maintenance and repair procedures on vehicles
- Ability to diagnose minor mechanical problems and perform repairs
- Ability to follow verbal and written instructions
- Ability to operate hand and power tools
- Ability to work independently
- Ability to operate a school bus
- Basic knowledge of computers and software applications

Experience

General knowledge of auto mechanics

Major Responsibilities and Duties

1. Fixes flat tires, pumps fuel in vehicles, cleans the automotive shop and performs other related labor tasks.
2. Assists technicians in repairing automotive vehicles and school buses.
3. Services vehicles according to established preventive maintenance schedules.
4. Rotates and balances tires, changes oil and filters, lubricates vehicle parts, inspects and replaces hoses, belts, mirrors, lamps, and maintains all fluid levels.
5. Ensures equipment is in safe operating condition.
6. Follows established safety procedures and techniques to perform job duties, including lifting and climbing.
7. Safeguards and maintains tools issued.
8. Checks fluid levels and replaces oil, water, battery and other fluids, as needed.
9. Performs duties of school bus driver, as needed.

Supervisory Responsibilities

None

Equipment Used

Power tools (drill, saw, etc.), hand tools, hand truck, welder (gas and electric air). Light truck, van and bus.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Works outside and inside. 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. Works 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: _____

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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.