

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Mechanic, Auto (Maintenance)		Maintenance	Director of Maintenance Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Classified	6	See Employee Compensation Plan	Non-Exempt	June 2023

Primary Purpose:

To maintain all District mechanical general-purpose vehicle equipment and small engines for safety, appearance and operating efficiency.

Qualification Guidelines:

Education/Certifications:

High school diploma or GED
Valid Texas driver's license
Preferable vehicle and small engine mechanical experience

Experience:

Three years' experience in all phases of motor vehicles, small engine repairs and overhauls

Special Knowledge/Skills/Abilities:

Knowledge of vehicle and small engine repairs
Ability to find problems and repair immediately
Ability to make repairs to all vehicles and small engines
Ability to overhaul and replace engine motors

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Heavy equipment including tractors, trash truck, riding mowers, gas powered weed eaters, blowers, edger and other grounds equipment, trucks and vans

Posture/Motion/Lifting: Continuous walking, standing, stooping, bending, kneeling, reaching, carrying and heavy lifting. Working in tiring and uncomfortable positions while working on motors of vehicles and riding mowers

Environment: Exposure to extreme temperatures. Demand to complete work orders for trailers, small engines, tire repairs, riding mowers, etc., could cause a great deal of pressure

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; communicate effectively and professionally at all times

Major Responsibilities and Duties:

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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1. Assist in the upkeep and maintaining of all vehicles in the district, except buses.
2. Primary responsibilities include mowers, weed eaters, tractors, etc.
3. Assist the foreman in making sure state inspections are current.
4. Assist the foreman with an accurate list of vehicle identification numbers and mileage readings.
5. Give priority to vehicles that are to be checked out by district personnel to make sure they are in proper working order, gassed and cleaned.
6. Establish care for all vehicles, small engines, lawn mowers, weed eaters, chain saws, etc.
7. Change oil and filters on all vehicles, mowers and tractors.
8. Lubricate all vehicles, mowers and tractors.
9. Inspect and rotate all tires on vehicles, riding mowers, tractors.
10. Inspect brakes and lining and change as needed.
11. Assist in repairs of lighting systems to vehicles and trailers.
12. Inspect portable generators and maintain and repair as needed.
13. Assist mechanic foreman in inspection of motors, belts, air conditioners and heaters to maintain proper performance to all vehicles, tractors, etc.
14. Assist and inspect for damages to vehicles or riding mowers and report any damage to the Mechanic Foreman.
15. Assist the Mechanic Foreman in inspecting and making repairs to the trash truck as necessary.

Safety

16. Operate equipment and machinery according to the prescribed safety procedures.
17. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
18. Ensure that vehicles, tractors, mowers, equipment and tools are in a safe operating condition.
19. Report unsafe conditions in the work area to the Mechanic Foreman.

Inventory and Equipment

20. Assist the Mechanic Foreman in ordering equipment and supplies and maintaining accurate records.

Other

21. Respond to after-hour emergency calls as needed.
22. Perform other duties as assigned.

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