

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Bus Mechanic	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Director of Transportation	<b>Auxiliary Pay Grade:</b>	5 (260 Days)
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	04/23/2026

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**Primary Purpose:**

Perform major and minor mechanical repairs with minimum supervision to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures.

**Qualifications:**

**Education/Certification:**

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements  
Vocational or technical training in automotive or diesel mechanics preferred

**Special Knowledge/Skills:**

Knowledge of diesel and gasoline engine maintenance and repair  
Ability to diagnose mechanical problems and perform repairs with general supervision  
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals  
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 access and use printed service materials  
Ability to communicate effectively with others  
Acceptable driving record  
Ability to operate bus

**Experience:**

Two years experience as mechanic

**Major Responsibilities and Duties:**

**Maintenance and Repair**

1. Perform minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner with minimal supervision.
2. Work with lead mechanic to complete major repairs.
3. Do welding and minor body work.

GPISD Job Description  
Mechanic

4. Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
5. Maintain accurate, updated records of preventive maintenance.
6. Assign routine preventive maintenance tasks to mechanic helper and inspect completed work for quality.
7. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
8. Demonstrate process of preventive maintenance and visual inspections to mechanic helpers.
9. Perform preventive maintenance, including bleeding of air tanks, on shop equipment according to established schedules.

**Safety**

10. Operate tools, equipment, and machinery according to prescribed safety procedures.
11. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
12. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
13. Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules.
14. Follow District safety protocols and emergency procedures.

**Other**

15. Maintain accurate records of time and materials required to perform repairs and service.
16. Serve as substitute bus driver, operate buses, and other vehicles as needed.
17. Work irregular hours as needed.
18. Has regular in person attendance and complies with notification procedures for absences.
19. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, power tools, welding torch, torque wrench, jack and lift equipment, computer and peripherals, school bus and district vehicles.

**Mental Demands/Physical Demands/Environmental Factors:**

**Posture:** Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

**Mental Demands:** Maintain emotional control under stress

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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.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_