

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

<b>Job Title:</b>	Bus Mechanic Helper	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Bus Mechanic/Director of Transportation	<b>Auxiliary Pay Grade:</b>	3 (260 Days)
<b>Dept./School:</b>	Transportation	<b>Date Revised:</b>	08/28/2020

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**Primary Purpose:**

Perform daily cleaning and service of buses and vehicles.

**Qualifications:**

**Education/Certification:**

Valid Texas commercial driver's license (Class B)

**Special Knowledge/Skills:**

Some knowledge of automotive mechanics

Ability to visually inspect and service vehicles

Ability to operate equipment and tools involved in servicing vehicles

**Experience:**

None

**Major Responsibilities and Duties:**

**Maintenance and Repair**

1. Repair seat surfaces on buses as needed.
2. Repair or replace bulbs and lenses.
3. Repair or replace windshield wipers.
4. Perform visual inspection of vehicles and report any defects or repairs as needed.
5. Perform minor mechanical repairs.
6. Help lead mechanic complete major repairs.

**Service**

7. Fuel buses and maintain accurate records of use.
8. Check tire air pressure and fill as needed.
9. Check oil and other fluid levels and replace fluids as needed.

GPISD Job Description  
Bus Maintenance Worker

10. Clean outside of bus including glass, lights, and mirrors.
11. Sweep and clean inside of buses as needed.

**Safety**

12. Operate tools and equipment according to established safety procedures.
13. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
15. Follow district safety protocols and emergency procedures.

**Driving**

16. Serve as substitute bus driver.

**Other**

17. Has regular in person attendance and complies with notification procedures for absences.
18. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Small hand tools, power washer equipment.

**Working Conditions:**

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

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

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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: \_\_\_\_\_