# International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

**Job Title:** Level II Bus Mechanic
**Exemption Status/Test:** Non-Exempt
**Reports to:** Ex. Director of Transportation
**Date Revised:** 12/2025
**Dept./School:** Operations
**Days:** 219 ($32-$34/hour)

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## PRIMARY PURPOSE:

To inspect, maintain, diagnose issues, and repair all components of a bus to ensure its safe and reliable operation on the road, including performing routine maintenance, troubleshooting malfunctions, and making necessary repairs to the engine, brakes, steering, suspension, electrical systems, and other critical parts of the vehicle; essentially keeping the bus in roadworthy condition.

## EDUCATION/CERTIFICATION:

High school diploma or GED required
Valid Unrestricted Drivers License Throughout the Duration of Employment
TEA School Bus Certification
ASE or TASBT Certification Preferred

## EXPERIENCE:

5+ years
Experience with fleet preferred.

## SPECIAL KNOWLEDGE/SKILLS:

Skilled in inspecting equipment and diagnosing mechanical defects.
Ability to work from drawings, specifications and other technical materials.
Skilled in diagnosing mechanical problems and having the correct repairs performed.
Ability in scheduling preventive maintenance, inspections, and tire replacement on medium and heavy-duty commercial vehicles
Skilled in comprehending and evaluating facts and problems associated with vehicle maintenance and repair; exercising sound judgment; and taking decisive and timely action in accordance with standard operating procedures.
Ability in providing, utilizing, and understanding complex and technical information and explaining vehicle specifications and mechanical situations.
Knowledge of various Federal, State, and local regulations pertaining to vehicle maintenance, inspection, and repair.

## MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrates diagnostic potential on vehicles for the purpose of determining needed repairs and/or part replacements. Including but not limited to, vehicle electrical systems, auto/bus air conditioning, brake systems (air hydraulic, hydrovac) engine maintenance and overhaul (gas/diesel) automatic and standard transmissions, suspension and drivetrain components.
2. Perform mechanical and electrical repairs as needed.
3. Help junior level technicians complete minor and major repairs.
4. Perform additional specialty duties assigned, including but not limited to, paint and body repair, vehicle tire maintenance and repair, gasoline and diesel repair, transmission repair.
5. Service vehicles according to an 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.
6. Maintain accurate, updated records of preventive maintenance.
7. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
8. Demonstrate knowledge and processes of preventive maintenance and visual inspections to technician helpers or student interns.
9. Perform preventive maintenance services on vehicles using mechanical shop equipment according to established schedules.
10. Operate tools, equipment, and machinery according to prescribed safety procedures.
11. Follow federal and state law, State Board of Education rule, and board policy in transportation area.
12. Comply with applicable personnel policies.
13. Responds to after-hours emergencies as needed.
14. Serve as a substitute driver as needed.
15. All other duties as assigned.

## SUPERVISORY RESPONSIBILITIES:

Minimal

## MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; district vehicle
**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions
**Motion:** Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving
**Lifting:** Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)
**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel
**Mental Demands:** Maintain emotional control under stress
*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

Reviewed by _____ Date _____

Received by _____ Date _____