KILGORE Independent School District

Job Description

Employee Name:		**Funding Source:**	
Job Title:	**Vehicle Mechanic**	Wage/Hour Status:	Non-Exempt
Supervisor:	Director Transportation	Pay Grade:	AUX 07
Dept./Campus:	Transportation	Revised:	January 2026

Primary Purpose:
Perform major and minor mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles. Inspect, diagnose, and repair all types of vehicles, including school buses, using diesel engines. Safely operate school bus that transports students and other authorized personnel to and from schools or other designated locations as needed. Perform assigned work following established policies and procedures.

Qualifications:

Education/Certification
High School diploma / GED
Valid Texas Commercial Driver's License (Class A or B, with P and S Endorsements)
Texas School Bus Driver Certification preferred
State of Texas Vehicle Inspection Certification preferred

Special Knowledge/Skills
Must have 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 pass U.S. Department of Transportation alcohol and drug tests and annual physical exam
Ability to access and use printed service materials
Ability to communicate effectively with others
Ability to operate bus

Experience
Two years experience as a school bus mechanic preferred

Major Responsibilities and Duties:

Maintenance and Repairs
- Perform minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner with minimal supervision
- Work with lead mechanic to complete major repairs
- Service vehicles according to established preventive maintenance schedule and maintain accurate, updated records of preventive maintenance
- Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace belts, mirrors, lamps; and maintain all fluid levels
- Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
- Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, etc.
- Check and repair electrical and cooling systems
- Install heaters and similar accessories

Safety
- Follow established safety procedures and techniques to perform job duties including lifting and climbing.
- Operate tools, equipment, and machinery according to prescribed safety procedures
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor

- Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules
- Follow district safety protocols and emergency procedures

Other

- Maintain accurate preventive maintenance records including time and materials required to perform repairs and service
- Operate buses and other vehicles as needed
- Demonstrate behavior that is professional, ethical, and responsible
- Comply with district policies, as well as state and federal laws and regulations
- Maintain confidentiality
- Must be able to perform the essential functions of interacting with students and/or district employees in the specific work site assigned
- Demonstrate regular and prompt attendance
- Other duties as assigned

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors:

Tools/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.

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

(Employees with disabilities are protected by the Americans with Disabilities Act.)

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.

All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

Employee Date

Supervisor Date