



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Equipment Mechanic/ Parts Runner

Wage/Hour Status: Non-Exempt

Reports to: Facilities Department Inventory Manager

Pay Grade: Manual Trade Employee
Pay Grade 4
(\$20,496.00 - \$30,744.00)

Dept./School: Facilities Department

Initiated Date:

Revised Date: January 24, 2012

District Primary Purpose: To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: To support the department by providing a safe and attractive workplace.

Qualifications:

Education/Certification: High School Diploma; GED; 8th Grade or Higher

Experience: Experience in delivering and receiving merchandise

Knowledge/Skills:

Major Responsibilities and Duties:

1. Maintain the department's equipment in good working order and make any necessary repairs as needed.
2. Make safety checks on assigned vehicle on a scheduled basis.
3. Notify immediate supervisor of any condition which is dangerous to the operation of the equipment.

4. Observe safety practices at all times and maintain a clean and safe work environment.
5. Maintain required safety records and a vehicle repair log.
6. Request materials and supplies through the department established office procedures.
7. Pick up parts on routine basis or in an emergency as needed.
8. Assist inventory clerk with the unloading and stacking of supplies.
9. Maintain accurate inventory on all equipment and related supplies.
10. Perform other duties as assigned by the Supervisor.
11. Follow department work-orders and procedures.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to understand verbal instructions.

Physical Demands/Environmental Factors:

Strenuous walking, standing, and/or climbing; heavy lifting and carrying. Work outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals, and materials; slippery or uneven walking surface, work on ladders' work alone.

POSITION WORKING DAYS: 244 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____

