



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

**Job Title:** Mechanic Supervisor

**Wage/Hour Status:** Non-Exempt

**Reports to:** Transportation Director

**Pay Grade:** Manual Trade Employee  
Pay Grade 7

**Dept./School:** Transportation Department

(\$26,840.00 - \$40,133.12)

\*Pre-Screening may be conducted by an approved medical vendor prior to starting employment.

**Initiated Date:** July 30, 2004

**Revised Date:** March 8, 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 supervise the repair and maintenance of district vehicles to ensure the safe transportation of students.

**Qualifications:**

**Education/Certification:**

Five years of Mechanic experience in automotive or diesel mechanic  
Certified Mechanic in transportation vehicle repairs  
Valid Texas Commercial Driver's License with P&S  
Endorsements  
Such alternatives to the above qualifications as the Board may  
find appropriate and acceptable.

**Experience:**

Administrative/Supervisor, experience preferred  
At least five years in fuel/diesel mechanic experience

**Knowledge/Skills:**

Knowledge about diesel and gas engines and basic techniques  
and methods of safety  
Literacy in the English Language  
Demonstrate success in performing a wide variety of tasks  
requiring and understanding of and proficiency in diesel and  
automotive mechanical repair.

**Major Responsibilities and Duties:**

1. Supervise the diagnosing and repairing of district automotive vehicles.

2. Maintain a current inventory of supplies and equipment.
3. Establish and maintain a system for routine automotive maintenance and preventive care.
4. Secure automotive parts and supplies for vehicle maintenance.
5. Prepare assignments, supervise, and inspect the work of the mechanics in the overhaul and repair of district automotive equipment.
6. Assist in the recruitment, screening, training, and evaluating of mechanics.
7. Promote high standards of safety and good housekeeping methods in all work-connected areas.
8. Verify time sheets of employees.
9. Prepare and implement a work schedule for mechanics that responds to department needs.
10. Provide information to the secretary to establish and maintain records on automotive repairs of district vehicles.
11. Assist Parts Department Staff to order and stock appropriate automotive parts.
12. Examine vehicles maintenance history and recommend vehicle replacement schedule.
13. Assess department vehicle and personnel needs and make appropriate recommendations.
14. Maintain and oversee the care and repair of the bus wash system.
15. Ensure that the fuel and oil storage tanks are in compliance with all TCEQ rules and guidelines.
16. Conduct monthly safety meetings with bus shop staff.
17. Supervise and maintain the fuel and oil management system for the district.
18. Ensure the maintenance and installation of equipment on school district police department vehicles.
19. Supervise the installation, training and proper use of cellular phones on school buses.
20. Oversee the installation, training and inventory of camera equipment on school buses.
21. Enforce Transportation Association of Pupil Transportation (TAPT) and Texas Association of School Bus Technician (TASBT) rules and guidelines.
22. Perform other duties assigned by the immediate supervisor.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of the Transportation Department Staff.

**EVALUATION:**

Performance of this job will be evaluated annually by the Transportation Director.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate transportation functions; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

1. Ability to stand, walk, sit and talk or hear (0 to 33% of the work day).
2. Ability to use hands to feel and push or pull, be able to stoop and, kneel, crouch and crawl.
3. Lift and carry objects weighing from 10 to 100 lbs (34 to 66% of the work day).
4. Special vision requirements include: 20/20 (corrected), ability to identify and distinguish colors, be able to adjust eye to bring an object into sharp focus.
5. Work environment: exposure to wet, humid conditions and working near moving mechanical parts, fumes or airborne particles (34 to 67% of the work day) toxic or caustic chemicals, extreme hot and cold temperature, risk of electrical shock, working with explosives and some vibrations (0 to 33% of the work day).
6. The typical noise level for the work environment is loud noise.
7. Hearing requirements include ability to hear alarms on equipment.
8. Repetitive motion actions include: use of foot control, both feet (1-2 hrs. of the work day), use of hands, both hands (1-2 hrs. of the work day), grasping simple/light objects (1-2 hrs. of the work day), grasping firm/heavy objects (1-2 hrs. of the work day).

POSITION WORKING DAYS: 244 Days

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](http://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](http://www.lajoyaisd.com))*

---

**Employee Signature:** \_\_\_\_\_

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

