



JOB OPENING

POSITION: Technician (233 Days)

REPORTS TO: Lead Technician

LOCATION: To Be Determined

SALARY RANGE: 28,000 + (Commensurate with Education & Experience)

Position Requirements:

- High School Diploma or GED and related work experience
- Maintain a Commercial Drivers License-Class "A" or "B" with "P" & "S" endorsement
- Maintain a School Bus Driver Certification
- Current Texas School Bus Driver Physical
- Good attendance record
- Clear criminal record and driving record
- Experience with Diesel/Propane engines
- Ability to troubleshoot for repairs on bus/trucks fleet
- Excellent communication and interpersonal skills
- Must have knowledge of and possess computer skills
- Organizational and inventory control skills

Please see attached Job Description:

Last day to apply: Until Filled

Address All Application Materials to:
Dallas County Schools - Human Resources Department
612 N. Zang Blvd, Dallas, TX 75208



Dallas County Schools

Strengthening Education Through Service

Job Description

Job Title: Technician

Group Status: Non-Exempt

Reports To: Lead Technician

Pay Grade: NE - 3

Department: Transportation

Date Revised: 1/12/09

Primary Purpose: To ensure the safe and proper repair and maintenance on the DCS fleet.

Qualifications:

Education/Certification:

High School Diploma or equivalent (ex.G.E.D).
Maintains the Commercial Drivers License (B) at all times
Acceptable score of 40 or above on mechanic entry test
Maintain School Bus Certificate
Five (5) years mechanical experience

Special Knowledge/Skills:

Must provide standard tools within 60 days as recommended by the fleet maintenance supervisor.
Acceptable communications, public relations, and interpersonal skills.

Major Responsibilities and Duties:

Personal Effectiveness:

1. Positive Attitude: Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. Cooperation: Works effectively with others.
3. Dependability: Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
4. Judgment: Exhibits good judgment in decision making and problem solving.
5. Initiative: Recognizes needs of job and suggests ways to improve efficiency and productivity.

Job Specific Responsibilities:

6. Establishes an efficient and effective system of routine automotive maintenance and preventive care.
7. Diagnoses mechanical problems of vehicles.
8. Assists in shipping and receiving.
9. Promotes high standards of safety and acceptable housekeeping methods in all working areas.
10. Performs mechanical duties such as general mechanics functions and recognition and repair of all safety equipment.
11. Demonstrates leadership with proper attendance and punctuality.
12. Follows the chain of command as noted in organizational policy.
13. Uses time wisely to ensure productivity and efficiency.
14. All other duties assigned by supervisor.

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. Exposed to dampness and humidity, toxic chemicals, exhaust fumes, gasoline and diesel fuel.

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.

Approved by: _____ Date: _____
(Supervisor)

Reviewed by: _____ Date: _____
(Employee)