



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Lead Bus Driver/Auto Mechanic

### **JOB SUMMARY**

Performs duties in the safe operation of a motor vehicle and the transportation of individuals, as well as skilled work in the mechanical maintenance and repair of automobiles, trucks, tractors, and related equipment. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Supervisor, Automotive Services

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Drives university buses, trucks, vans and cars as required for performance of assigned tasks.  
Operates mechanical or hydraulic controls in the operation of the vehicle.  
Checks and maintains all fluid levels of vehicle.  
Obeyes all city, state, and federal driving regulations.  
Assists with the maintenance of University vehicle records.  
Removes and repairs units such as engines, transmissions, or differentials using wrenches and hoists.  
Disassembles units and inspects parts for wear.  
Rebuilds parts, such as crankshafts and cylinder blocks, using lathes, shapers, drill presses, and welding equipment.  
Relines and adjusts brakes and replaces shock absorbers.  
Rewires ignition systems, lights, and instrument panel.  
Observes prescribed work and safety rules.

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### **ADDITIONAL DUTIES**

Secures bids on specialized shop work such as body repairing, painting, and upholstering.  
Encourages the proper conduct of passengers to ensure safety.  
Maintains the general cleanliness of the vehicle.  
Performs other duties as requested.

### **EDUCATION**

High school diploma or equivalent required.

### **EXPERIENCE**

Six months commercial driving experience is preferred. Two years automotive mechanic experience. Job-related vocational training or other education may substitute on a year-for-year basis for the required experience.

### **REQUIREMENTS**

Class B CDL license issued by the state of Texas and a safe driving record such as required by the university for Driver's Authorization.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of local and state laws governing the operation of a commercial vehicle and the transportation of individuals.

Ability to successfully operate emergency equipment and exit passages.

Ability to operate the controls of the vehicle.

Knowledge of modern automotive mechanical maintenance and repair methods and practices.

Skill in diagnosing equipment malfunctions and correcting the problem.

Skill in the use of lifts, welders, grinders, presses, diagnostic equipment, volt meter, battery tester, compression unit, drills, wrenches, screwdriver and related tools of the trade.

Ability to work in conditions including heat, cold, heights, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards.

Ability and skill to safely operate motor vehicles.

Knowledge of the standard methods, practices, tools, equipment and materials of the painting trade.

Knowledge of the hazards and safety precautions of the trade.

Ability to use trade related equipment including paint sprayers, high pressure washers, paint mixers, respirators and water / chemical proof suits.

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Ability to use tools such as a paint brush, roller, scraper, taping and bedding tools, extension poles and stilts (optional).

Ability to communicate orally and deal with the public.

Ability to respond to emergency situations in a timely manner.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; crawl; file; kneel; sit; sort; squat; stoop; stand; twist the body; walk; and write by hand; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50+ pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel. Work is performed in an auto shop environment. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust and chemical hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***