

JOB TITLE: ***LEAD MECHANIC***

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under the direction of the Transportation Manager performs mechanical and welding duties and the repair of District buses and all other automotive equipment. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Transportation Manager

TYPICAL DUTIES:

1. Makes routine safety checks on District vehicles: i.e., check fluid levels, battery and cables, lights, tires and wheels, drain tanks, lubricate and change oil, brake adjustment and other related checks and adjustments.
2. Performs overhauls on diesel and tune-ups on gas engines.
3. Overhauls portions of engines and components; steam cleans equipment.
4. Repairs and balances tires and wheels using the proper equipment provided.
5. Makes emergency road service calls as assigned.
6. Operates test equipment as required.
7. Maintains shop tools and work area in a clean and orderly manner.
8. Picks up or drops off parts to machine shop or other shops as needed.
9. Maintains shop and service and inventory records for equipment and machinery.
10. Must be able to follow directions and work from a work order.
11. May be required to perform bus driving duties and shall be responsible for typical bus driver duties when performing bus driving duties, as outlined in Bus Driver job description.
12. Care and responsibility for school bus portable radio and its use.
13. Performs other related duties as assigned by the Transportation Manager.

EMPLOYMENT STANDARDS:

Possession of currently valid Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate, First Aid Certificate, and Department of Transportation DL-51 (Medical) Certificate; proof of proficiency in the knowledge, adjustment, and repair of dual air brakes system; plus all other legal requirements by law or regulation. CPR Certification is desirable.

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Knowledge of:

- machinery, tools and equipment pertinent to the repair and maintenance of School District vehicles.

Ability to:

- communicate effectively orally and in writing;
- maintain accurate maintenance records;
- remain flexible;
- respond to unexpected situations in a safe and positive manner;
- work cooperatively with those contacted in the course of duties;
- estimate labor and material requirements;
- keep abreast of automotive design and engineering changes;
- maintain positive relationships with staff, students, and community.

EXPERIENCE:

Knowledge of internal combustion engines, the repair and maintenance of mechanical equipment. Two years of shop experience at Journeyman level in diesel repair and maintenance, including gasoline engines, and experience or schooling in welding.

EDUCATION:

High school graduate (or equivalent).

MEDICAL CATEGORY III

Heavy Physical Effort

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, and move heavy objects or materials.
2. Requires great physical demand for strength and endurance, involving heavy physical exertion.
3. Ability to lift over 50 lbs. and carry any object up to 25 lbs. on a continuous basis.