

JOB TITLE: Lead Mechanic

QUALIFICATIONS:

1. Two-year vocational-technical school certificate, or equivalent combination of education and experience.
2. Five years vehicle mechanic experience
3. Possession of a current Class B motor vehicle license with a CDL endorsement.
4. Possession of a current Maine State vehicle inspection mechanic certificate.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Chief of Transportation

SUPERVISES: Mechanics

JOB GOAL: To keep the district's vehicles in such a state of operating excellence that they present no problems or interruptions to the educational program.

NATURE OF WORK

This is a highly responsible position requiring a high degree of accountability as well as multiple skills and flexibility. The work is routine and performed within established procedures and guidelines.

Employees of this class may be assigned to a different function daily. Work involves the performance of these tasks under little or no supervision. Work is reviewed through method used and results achieved.

**EXAMPLES OF WORK
(Illustrative Only)**

1. Supervises the diagnosing, assigning, and repairing of district motor vehicles.
2. Maintains a current inventory of supplies and equipment.
3. Establishes an efficient and effective system of routine maintenance and preventive care.
4. Sets up and supervises a system for the receipt and issuance of parts and supplies and the keeping of records and inventories.
5. Lays out, assigns, supervises, conducts and inspects the overhaul and repair of district motor vehicles.
6. Assists in the recruitment, screening, training, and evaluating of garage employees.
7. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
8. Other Duties as assigned.

REQUIREMENTS OF WORK

1. Working knowledge of building cleaning practices, supplies and equipment.
2. Knowledge of modern personnel practices and methods of supervision.
3. Extensive knowledge of safety standards including storage and disposal of cleaning supplies, chemical and other hazardous material, and defensive driving techniques.
4. Knowledge of Maine highway motor vehicle laws as they pertain to the operation of school vehicles.
5. Ability to maintain records.
6. Ability to establish and maintain effective working relationships with superiors, other employees, elected officials, students and general public.
7. Ability to understand and carry out oral and written instructions with minimal supervision.
8. Ability to work with little or no supervision.
9. Knowledge of location of all schools, facilities, and vehicles.
10. Ability to remain calm and patient in sometimes stressful situations.
11. Maintains a neat and clean appearance through proper attire and grooming.
12. Ability to lift at least 50 pounds.

NECESSARY SPECIAL REQUIREMENTS

1. Accident free driving record for 5 years prior to the time of hire.
2. No moving traffic violations in the 3 years prior to the time of hire.
3. Must pass a required pre-employment physical exam and annually thereafter.
4. Never have been convicted or pled to a felony or misdemeanor or civil offense regarding the use of possession of drugs, criminal, or civil offenses or moral turpitude.