

LEAD MECHANIC

DEFINITION:

Under the general supervision of the Maintenance and Operations Manager, plans, oversees and performs a variety of skilled and semi-skilled automotive repair, maintenance and administrative tasks to ensure the District's school bus and white fleet vehicles are properly maintained and repaired; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This is a single position class with responsibility of overseeing and ensuring the District's school bus and white fleet are properly repaired and maintained to meet the requirements of the California Highway Patrol Safety Inspections. The incumbent is expected to work independently in concert with the requirements and general procedures established by the Chief Operations and Facilities Officer.

EXAMPLES OF DUTIES:

Performs in a working lead capacity providing daily direction and/or instruction to mechanics; prioritizes and assigns the work in the District's vehicle repair shop; *E*

Inspects, diagnoses and repairs District automotive and other powered equipment including: the performance of a wide variety of maintenance, repair and rebuilding work such as major and minor engine and transmission overhauls, tune ups, carburetor rebuilding, electrical systems repair, hydraulic and air brake system adjustment, repair and replacement, axle and wheel bearing replacement, vehicle lubrication, and tire changing and repair. *E*

Determines which vehicle repair work is to be sent out of the District and prepares the necessary documentation and repair orders. *E*

Operates District vehicles including: driving to disabled vehicles to diagnose problems, returning vehicles repaired on the road to the District garage, and/or performing road tests on vehicles to diagnose faults and ensure safe operating condition; *E*

Oversees the proper maintenance of vehicle maintenance and inspection records to ensure compliance with the California Highway Patrol (CHP) requirements and keeps records on Hazardous Materials and Material Safety Data Sheets to comply with County Health requirements; *E*

Assists CHP Inspector with annual safety inspections on District buses and or County Health Inspectors during compliance reviews; *E*

Responds to calls for automotive field assistance, effecting necessary emergency repairs; *E*

Interacts with vendors regarding parts, products, and maintenance vehicles, evaluating same and making purchase recommendations, prepares requisitions and inventories parts and supplies; *E*

E denotes an essential function of the job.

Introduces new methods and technologies to improve workplace efficiency, quality and safety;
E

Coordinates a vehicular preventive maintenance program; *E*

Monitors compliance of maintenance vehicles with state licensing and registration requirements;

Fabricates parts as required.

SUPERVISION:

General supervision is received from the Maintenance and Operations Manager.

Leadership and direction is provided to garage employees. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, materials, tools and equipment used in the maintenance and repair of automotive equipment including buses, trucks, automobiles and other powered equipment;

Provisions of the California Motor Vehicle, Education and other Codes, District and Administrative rules and regulations applicable to the use and repair of vehicles utilized in the transportation of students and others;

Defensive driving methods and techniques;

Appropriate safety precautions and procedures used in a vehicle repair facility;

Principles and methods of leadership.

Basic understanding of the use of a PC (Personal Computer) including Internet and E-mail computer applications;

Basic mathematics used in a vehicle maintenance and repair facility;

Standard record keeping and filing procedures.

Ability to:

Plan, organize and prioritize work of self and effectively provide leadership and direction to the work of others;

Perform and lead others in performing skilled repair, maintenance, diagnostic testing and overhaul work on a wide variety of automotive and other powered equipment utilizing varied test instruments, tools, gauges and instruments;

Read, understand, work from and explain to others information contained in technical and shop manuals; Operate vehicles and busses utilizing legal and defensive driving practices;

Operate a PC (Personal Computer) and effectively utilize shop specific, Internet and E-mail software;

Establish and maintain inventories and records;

Understand, carry out and give oral and written instructions;

Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Five years of recent progressively responsible and varied journey level experience in the repair and maintenance of automotive equipment (preferably involving repairs to heavy duty equipment such as diesel trucks and busses), including supervising or leading other skilled mechanics.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lift, push, pull, carry up to 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and long distances in an outdoor environment and/or inside with marginal lighting; operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school busses; uses a telephone and computer; works inside and outside with temperature changes and heat frequently over 90EF; works in confined spaces, wet/damp areas, and as necessary with inadequate lighting; works with loud noises and vibrations; works with sharp objects, dangerous machinery with moving parts, and moving vehicles; frequently exposed to chemicals, odors, explosive substances, fumes, dust, gases, and toxic materials; has direct contact with district staff and vendors; occasionally works with tight deadlines, often without direct guidance from supervisor; is required to wear eye protection, steel toe boots, and occasionally gloves, respirator, and hearing protection. Employment is contingent upon passing the D.O.T. physical and a back evaluation test.

LICENSES REQUIRED:

Possession of a valid and appropriate California Class B, P endorsement Driver's License and valid D.O.T. Medical Examiners Certificate.

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