



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Lead Mechanic

JOB SUMMARY:

Under the general supervision of the Director of Transportation, serves as the working leader of the transportation mechanic garage; plans, oversees and performs a variety of automotive repair, and automotive maintenance work at the expert level; responsible for administrative tasks to ensure the District's school bus and white fleet vehicles are properly maintained and repaired; prioritizes, plans, and leads the work of assigned mechanics and other garage personnel.

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 District. Trains and instructs mechanics in performing maintenance repair work.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Perform in a working lead capacity providing daily direction and/or instruction to mechanics; prioritize and assign the work in the District's vehicle repair shop;
- Inspect, diagnose and repair 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;
- Determine which vehicle repair work is to be sent out of the District and prepare the necessary documentation and repair orders;
- Operate 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;
- Maintain records of vehicle maintenance and inspection records to ensure compliance with the California Highway Patrol (CHP) requirements
- Keep records on Hazardous Materials and Material Safety Data Sheets to comply with County Health requirements;
- Assist CHP Inspector with annual safety inspections on District buses and or County Health Inspectors during compliance reviews;
- Respond to calls for automotive field assistance, effecting necessary emergency repairs;

- Interact with vendors regarding parts, products, and maintenance vehicles, evaluating same and making purchase recommendations, prepare requisitions and inventories parts and supplies;
- Introduce new methods and technologies to improve workplace efficiency, quality and safety;
- Coordinate a vehicular preventive maintenance program;
- Operate computerized and electronic mechanical diagnostic equipment;
- Transport students by driving a school bus in emergency situations such as, but not limited to, a catastrophic event or a natural disaster;

Other Related Duties:

- Assist in purchasing new or used vehicles and buses;
- May assist in gathering and preparing information needed for bus grants;
- Monitor compliance of maintenance vehicles with state licensing and registration requirements;
- Fabricate parts as required.

SUPERVISION:

General supervision is received from the Director of Transportation. 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, techniques, and current school transportation best practices in the industry;
- Appropriate safety precautions and procedures used in a vehicle repair facility;
- Principles and methods of leadership;
- PC (Personal Computer) including Internet and E-mail computer applications;
- Basic mathematics used in a vehicle maintenance and repair facility;
- Preventative maintenance schedules and procedures;
- Operation, use and care of hand power-tools and equipment used in the repair and maintenance of related parts and equipment;
- Rules, regulations and methods for the safe storage and disposal of flammable and hazardous materials;
- Computerized 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 including computers and traditional methods;
- Plan, schedule, and implement a preventative maintenance program;
- Learn and implement current school transportation best practices as trained;
- Read, understand, work from and explain to others information contained in technical and shop manuals;
- Operate vehicles and buses 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 using computerized methods;
- Maintain reports and records related to safety inspections, preventative maintenance and work performed;
- Understand, carry out and give oral and written instructions;
- Observe health and safety regulations;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect in a manner that reflects positively on the district.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Heavy Equipment Program Certification preferred;
- Compressed Natural Gas Inspection Certification preferred.

Experience:

- Five (5) 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 buses), including supervising or leading other skilled mechanics;
- Experience with electronic work orders and mileage tracking preferred;
- Familiarity with compressed natural gas and propane as well as gasoline and diesel engines and their respective maintenance requirements preferred.

Licenses Required:

- Valid and appropriate California Class A or B Commercial driver license including air brake certification with Passenger “P” endorsement and “Restricted School Bus “S” Endorsement”.
- California Special Driver Certificate valid for school busses.
- Current California Highway Patrol approved First Aid Card (if required on Special Certificate)
- Certification of successfully passing a Department of Transportation (DOT) medical examination.

- H-6 printout from the Department of Motor Vehicles (DMV) dated within the last 30 days of application or certification for interview.
- All of the above licenses, certificates and endorsements must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

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

Work Environment:

Works inside and outside with temperature changes and heat frequently over 90 degrees F; 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.

Physical Demands:

Operates motorized or air powered repair and electric/electronic diagnostic equipment; drives District vehicles and school buses; uses a telephone and computer; frequently stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and reaches over head; lifts, pushes, pulls, carries 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. Employment is contingent upon passing a pre-employment drug testing (D.O.T.) physical and a back evaluation test. Passing random and periodic drug and alcohol testing as required by the Department of Transportation, is required as a condition of continued employment.

SALARY RANGE

Range 45

Classified Bargaining Unit

Revised 9/99, 9/5/02

Reviewed 4/6/06

Revisions effective 12/16/10, 11/13/14, 3/5/15, 7/12/18