

JOB TITLE: MASTER MECHANIC

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform skilled maintenance and repair of the district's school buses, vehicles, and other equipment and to perform and participate in the servicing and maintenance of district equipment. Employees in this classification receive limited supervision from a supervisory level and within a framework of standard policies and procedures. Employees in this classification trouble-shoot, assist others in their work, and organize and assign the work of others. This job class exercises responsibility for organizing and scheduling the work of other mechanics for efficient repair and maintenance of district equipment and for providing technical and lead oversight to assure that the work is being done in accordance with established standards and guidelines. The Master Mechanic leads, assigns, and reviews the work of the Sanitary Truck Driver/Utility Worker when he is doing work/duties that are related to the shop and/or the use of shop equipment to assure that the work is being done in accordance with district and safety guidelines. This job class functions at a lead/advanced journey level of classification.

TYPICAL DUTIES

- Performs, directs, schedules, assigns and oversees the work of mechanics and utility workers in the repair, maintenance, and servicing of gasoline and diesel powered buses, automobiles, trucks, tractors, and other equipment
- Assigns, prioritizes and inspects the work of mechanics and utility workers
- Removes, installs, and rebuilds transmission, rear-ends, brake systems, and related vehicle components
- Fabricates, welds, and repairs metal components, and equipment
- Diagnoses mechanical defects and repairs same
- Performs and/or directs body fender repairs, painting, and fabrication
- Performs all types of welding and fabrication
- Disassembles engine and components to examine parts for defects and excessive wear
- Plans and implements the preventive maintenance program for district vehicles and equipment
- Schedules and coordinates completion of work with supervisor and other department staff
- Maintains appropriate maintenance records, files and parts inventories
- Ensures that all District vehicles and equipment are compliant with local, state and federal regulations
- Performs other related duties as required

**MASTER MECHANIC**  
MINIMUM QUALIFICATIONS

- Possession of a valid Class B California Driver's License and school bus endorsement
- Possession of an ASE Master School Bus technician certificate or equal
- Knowledge of the methods, practices, materials, and tools used in the mechanic trade
- Knowledge of safety regulations and precautions pertaining to bus, vehicle, and equipment servicing
- Knowledge of gasoline and diesel engine operation and repair
- Knowledge of the practices, methods, and tools of the welding trade
- Skill to schedule and oversee the work of others
- Skill to understand and follow a variety of complex oral and written instructions in an independent manner
- Skill to diagnose and repair a wide variety of mechanical malfunctions in buses, vehicles and other equipment
- Skill to safely use and care for tools and equipment of the mechanic trade
- Skill to maintain maintenance and service records and files
- Skill to perform welding and fabrication
- Ability to meet the physical requirements necessary to successfully perform required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties