



LOMPEC UNIFIED SCHOOL DISTRICT

LEAD VEHICLE AND EQUIPMENT MECHANIC

JOB SUMMARY:

Under the direction of the Manager of Transportation Services, provide journey-level mechanical services, repair and preventive maintenance to District vehicles; identify, repair and replace needs for gas, diesel, compressed natural gas and other vehicles and equipment; perform repairs and preventive maintenance; ensure completion of projects in accordance with trade standards; provide information on the proper uses of equipment; train and provide work direction to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct the activities and operations of the Vehicle Maintenance division of the Transportation Department; participate in the development and implementation of departmental policies and procedures.
- Maintain an effective preventive maintenance program for buses and other automotive equipment.
- Evaluate workload and establish mechanic work schedules and job priorities; determine supply and equipment needs for repair jobs; provide technical assistance to mechanics; order parts as needed; maintain inventory control.
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, and disciplinary actions according to established procedures
- Inspect, test drive, and diagnose vehicles to determine type and extend of repairs needed; perform skilled repairs; perform complex mechanical and electrical work in the maintenance and repair of school buses and other automotive equipment.
- Prepare and maintain a variety of reports, records and files related to assigned activities and personnel; maintain time and material records for maintenance and repair jobs including vendor-performed repairs to ensure quality control.
- Conduct site safety inspections; communicate with staff and school districts regarding various vehicle maintenance and repair services or needs; maintain records such as repairs, costs and vehicle warranties, bus maintenance schedules; document required information and meeting regulatory requirements.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; serve as liaison with State Highway Patrol bus inspection program.
- Operate a variety of vehicle maintenance and repair tools, machines and equipment; drive a vehicle to various sites conduct work.
- Attend unit in-service and safety meetings; convey and gather information required to perform job functions.

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- Diagnose vehicle malfunctions; determine needed vehicle repairs and replacements; fabricate parts; provide items necessary for repairs.
- Maintain tools, equipment, and shop area; ensure the availability of tools and equipment and safety within the workspace.
- Oversee assigned personnel; ensure that assignments are completed in compliance within established guidelines.
- Perform minor body work including front ends, fenders, and upholstery; maintain the appearance and safe operation of the vehicles.
- Perform routine vehicle maintenance program such as oil change, tire rotation and brake check; maintain vehicles in a safe operating condition and meeting mandated requirements.
- Perform the functions of a bus driver as needed such as emergencies and shortage of drivers; transport passengers over scheduled routes to and from school in a safe and timely manner.
- Prepare written materials such as repair and maintenance logs, parts list and warranty claims; document activities; provide written reference and meet mandated requirements.
- Repair vehicle systems and components including diesel/gasoline engines, transmissions, differentials, clutches; ensure the availability of vehicles in safe operating condition.
- Research parts and tools; secure the needed equipment and replace parts to repair malfunctions.
- Respond to road calls regarding disabled vehicles; perform emergency repair work in the field.
- Schedule the maintenance and repair of District vehicles and equipment; ensure safe operating conditions and maintenance timelines.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school or equivalent and (5) five years' verifiable journey-level experience in automotive or diesel maintenance and repair of compressed natural gas systems.

Licenses and other Requirements

- Valid California Class "B" Driver's License with "P" Passenger and "S" endorsement.
- California Bus Driver Certificate.
- Blood Borne Pathogens, Fire Extinguisher, First Aid and CPR Certificates.

Knowledge of:

- Operation of a fleet repair shop.

- Methods, materials, tools and equipment used in the maintenance and repair of school buses and automotive equipment, body repair and paint.
- Preventive maintenance methods for fleet equipment.
- Safe driving practices.
- Shop safety.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Organize and direct the activities and operations of the Vehicle Maintenance division of the Transportation Department.
- Maintain an effective preventive maintenance program for buses and other automotive equipment.
- Perform skilled repairs including body and frame work and painting vehicles.
- Inspect and diagnose mechanical defects.
- Estimate cost of repairs.
- Use tools and diagnostic electronics.
- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Vehicle and equipment repair shop environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Pulling, pushing, lifting and carrying heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate power tools and equipment.
- Seeing to observe and perform repairs.
- Hearing and speaking to exchange information.

Hazards:

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- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.
- Working around or with machinery having moving parts.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 45