



Job Description

POSITION CODE: 779
Classified Group: Teamsters
Salary Range: 41
Work Days: 260
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POSITION TITLE: Lead Equipment Mechanic (Transportation)

DEFINITION: Under general supervision, performs skilled mechanical repair work on school buses, automotive, or other mechanical equipment; provides technical leadership and support and may delegate, assist with, and/or prioritize workloads of department staff for assigned areas of responsibility.

DIRECTLY RESPONSIBLE TO: Supervisor, Transportation or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. May prioritize, delegate, inspect, and/or assist with the work of other equipment mechanics within the department.
2. Serves as a technical advisor to departmental staff and provides training and guidance for assigned areas of responsibility.
3. Inspects buses for conformance to California Highway Patrol standards.
4. Diagnoses mechanical problems and repairs mechanical defects in buses, automobiles, trucks, mowers, and other mechanical equipment.
5. Performs journey-level computer and electronic diagnostics.
6. Performs major overhauling of vehicle systems (i.e. powertrain, etc.).
7. Diagnoses and repairs ignition and fuel systems.
8. Changes oil, lubricates and services equipment, and carries out a program of preventative maintenance.
9. Repairs/overhauls engines, transmissions, differentials, fuel pumps, fuel injection system parts, lights, starters, universal joints, and hydraulic systems.
10. Performs wheels alignments and changes tires.
11. Installs and adjusts brakes.
12. Tests batteries and electrical systems and repairs or replaces components as needed.
13. Diagnoses and repairs complex electrical and electronic issues.
14. Repairs auxiliary equipment (i.e. wheelchair lifts, etc.).
15. Tests equipment after being repaired.
16. Maintains records of repairs made and time worked.
17. Requisitions needed parts and tools.
18. Supports the supervision of other employees assigned to shop operations.
19. Transports buses for drivers of administration to/from scenes of collisions, vehicle break downs and/or vendor facilities or other locations as determined by a supervisor.
20. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of a high school diploma or GED is required; successful completion of a recognized apprenticeship in automotive or diesel mechanics is required; completion of a Master Certified

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program in automotive or diesel mechanics is preferred; at least four years of progressive experience in the repair and maintenance of buses and/or trucks; diesel experience highly desirable.

Licenses and Certifications:

- Valid Automotive Service Excellence (ASE) Master School Bus Technician certification or Medium/Heavy Truck Technician certification
- Valid Fork Lift Operator Certification in accordance with Cal-OSHA regulations within 30 days of hire
- Possession of, or willingness and ability to obtain, a valid California Class B Commercial Driver's License with Passenger endorsement and air-brake certification issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license
- Any and all licenses/certifications may not include any restriction other than, 'Automatic Transmission Only'

Knowledge, Skills, and Abilities:

- Emphasis placed on masters level knowledge required to diagnose and repair electronics and electrical components
- Knowledge of principles of internal combustion engines (gasoline and diesel)
- Knowledge of the tools, methods, materials and equipment used in the maintenance and repair of mechanical equipment
- Knowledge of the provisions of the California Motor Vehicle code applicable to the operation of vehicles in the transportation of students
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, students, and the community
- Ability to perform heavy physical labor lifting, transporting, and/or moving objects weighing up to 75 pounds and objects weighing up to 150 pounds with assistance
- Ability to diagnose mechanical defects and make necessary repairs to mechanical equipment
- Ability to use standard shop tools and equipment safely and efficiently
- Ability maintain records and prepare reports
- Ability to understand and follow verbal and written instructions
- Ability to perform a variety of welding jobs using oxy-acetylene, shielded metallic arc and metallic inert gas (MIG) equipment
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office and repair shop environment
- Outdoor weather conditions
- Wet or humid conditions
- Moderate noise

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Operates office equipment and other tools requiring repetitive hand movement and fine coordination
- Good physical condition as determined by pre and post-employment inquiries and health reports.
- Move about the facilities to conduct work including walking, sitting, stooping, kneeling, crouching, crawling, climbing, balancing, reaching with arms and hands, or standing for long periods of time
- Lift and/or move objects weighing up to 75 pounds and on occasion lift and/or move objects weighing up to 150 pounds with assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception

Hazards:

- Work near moving mechanical parts
- Work in high, precarious places
- Exposure to fumes, airborne particles, oil, grease, other motor vehicle fluids, and toxic or caustic chemicals
- Risk of electric shock and vibration

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/22/2018