

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MECHANIC - LEAD

BASIC FUNCTION:

Under the direction of the Transportation-Director, lead and participate in a variety of skilled mechanical activities in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment; oversee and participate in required inspections, preventive maintenance and servicing of vehicles; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of skilled mechanical activities in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment; assure vehicles and related activities comply with applicable laws, codes, regulations, policies and procedures.

Develop and implement mechanical installation, maintenance and repair projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures.

Lead and participate in the repair and adjustment of air and hydraulic brake systems; remove and replace components such as batteries, alternators, starters, hoses, belts, bearings, spark plugs and a variety of other parts as needed; adjust and reline brakes; perform transmission, motor and engine inspections, overhauls, maintenance and repairs; perform minor and major tune-ups on vehicles and equipment; rebuild or replace engines as appropriate.

Evaluate maintenance, servicing and repair needs; inspect and diagnose mechanical malfunctions; read and interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.

Perform maintenance, safety checks and inspections on District buses and vehicles; prepare vehicles for State-mandated smog inspections; make arrangements for smog testing; assure compliance with California Highway Patrol (CHP) school bus maintenance regulations and other requirements; prepare related documentation.

Diagnose, rebuild and tune engines and carburetors; repair and adjust automatic and standard transmissions, drive shafts, differentials, universal joints, gears, valves, and other transmission parts as needed.

Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.

Adjust and repair brakes; maintain, rebuild and replace air and hydraulic brake system components; patch, change and balance tires and assure proper air levels.

Change oil, transmission, brake and other fluids according to prescribed procedures; assure compliance with laws, rules and regulations regarding the disposal of hazardous waste.

Troubleshoot, diagnose and repair mower, tractor, backhoe, sweeper, welder and various other grounds and maintenance equipment malfunctions; replace parts and components as needed; maintain and repair trailers.

Inspect, diagnose, repair and maintain vehicle lighting, wiring, fuel, air conditioning, exhaust, hydraulic, steering and cooling systems as assigned; diagnose and repair electrical and ignition systems; test and repair electrical circuits and components; repair wheelchair lifts.

Perform minor body work; install, maintain and replace flooring, upholstery, mirrors and glass.

Operate and maintain a variety of equipment such as air tools, jacks, welders, steam cleaners, testers, meters, lifts, diagnostic equipment, and various hand and power tools; drive a vehicle to conduct work.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain shop area, equipment and tools in a safe, clean and orderly condition; order parts as needed according to established procedures.

Respond to breakdowns and re-route buses or vehicles as needed.

Perform the duties of the Bus Driver as assigned by the position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and practices of maintenance and repair of heavy and light automotive vehicles and equipment.

Operation, theory and principles of gasoline, diesel, and alternative-powered equipment.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.

Preventive maintenance practices.

Diagnostic procedures for vehicles and equipment.

Technical aspects of field of specialty, including analog and digital electronic equipment installed in vehicles.

Applicable traffic and student transportation laws, codes and regulations.

Shop math applicable to vehicle maintenance.

Health and safety regulations.

Basic computer operation.

ABILITY TO:

Lead and participate in a variety of skilled mechanical activities in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment.

Diagnose, repair and maintain a wide variety of large and small gasoline and diesel engines and battery-powered engines.

Train and provide work direction and guidance to assigned personnel.

Diagnose and repair mechanical, electrical and computerized malfunctions.

Operate specialized equipment, and hand and power tools used in repairing or servicing of vehicles.

Read and apply technical and mechanical diagrams, schematics and repair manuals.

Interpret and apply CHP and other requirements for maintenance of District vehicles.

Maintain records related to safety, preventive maintenance and work performed.

Understand and follow oral and written directions.

Work cooperatively with others.

Observe legal and defensive driving practices.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in automotive repair and four years of experience in the maintenance and repair of gasoline, diesel and alternative-powered vehicles and equipment.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification may be required to meet the qualifications of the Bus Driver including:

- Valid unrestricted California Class A or B driver's license with appropriate passenger and air brake endorsements.
- Valid First Aid and CPR Certificates issued by an authorized agency.
- Valid School Bus Certificate issued by the California Highway Patrol.

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

Subject to adverse weather conditions and traffic hazards while operating a school bus.

PHYSICAL DEMANDS:

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:

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.

Hazardous materials.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017