

# LYON COUNTY SCHOOL DISTRICT

## Vehicle Mechanic Lead

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**Job Group:** Transportation

**Classification:** Classified

**Terms of Employment:** Pay Grade 31 on the Classified Staff Salary Schedule

**FLSA STATUS:** NON-EXEMPT

### **POSITION SUMMARY:**

Under general supervision of the Director of Business Services serves as lead mechanic for vehicle/heavy duty equipment repair and maintenance operations, shift staff and garage operations activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, supervises and inspects the work of garage vehicle/heavy duty equipment repair and maintenance staff, as assigned.
2. Records warranties and communicates with manufacturer representatives regarding vehicle parts and equipment warranties.
3. Conducts staff training and inspections related to garage operations.
4. Assists in developing garage operations procedures manuals.
5. Communicates with other District staff to coordinate scheduling of vehicle/heavy duty equipment repair and maintenance.
6. Inspects and approves vehicle/heavy duty equipment repair and maintenance work in progress and upon completion.
7. Prepares and maintains shop records and files (i.e., emission control tests, warranties, staff training, hazardous materials, etc.)
8. Monitors shop inventory and coordinates with Administrative Secretary for Transportation to order parts and equipment.
9. Responsible for monitoring and verification of parts and fuel/oil deliveries.
10. Communicates with other District departments and outside agencies regarding regulatory and safety issues (i.e., Department of Motor Vehicles, OSHA, Fire Department, etc.)
11. Repairs, overhauls, and inspects vehicles/heavy duty equipment, (i.e., school buses, trucks, tractors, trailers, automobiles, construction equipment, etc.).
12. Diagnoses and repairs air conditioning and transports refrigeration systems, electrical systems, camera systems, and computer-controlled systems.
13. Provides input for the evaluation of assigned staff.
14. Operates computer terminal to log in and out of work order system, prepare and maintain accurate vehicle/equipment/parts records and reports.
15. Conducts road test of repaired vehicles.
16. Responsible for the safe handling and disposal of hazardous materials.
17. Conforms to safety standards as prescribed.
18. Performs other tasks related to the position as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

Involves planning, scheduling, supervising, inspecting, and training vehicle repairs and vehicle maintenance staff for transportation garage operations. Based on identified business purposes, night, weekend or on-call duty work schedules may be required.

**KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):**

1. Extensive knowledge of repair and overhaul practices and techniques for buses, trucks, cars, and other heavy-duty equipment.
2. Knowledge of vehicle preventive maintenance techniques.
3. Knowledge of alternative fuel technology.
4. Ability to diagnose and test for malfunctions in motor vehicles with complex computerized systems.
5. Ability to troubleshoot and repair air conditioning/heating and transport refrigeration units.
6. Ability to schedule, supervise, train and evaluate assigned employees
7. Ability to obtain air conditioning certification.
8. Ability to perform non-certified welding.
9. Ability to learn to operate a computer and software applications related to assignment.
10. Ability to obtain a Nevada Class A commercial driver's license.
11. Ability to stay current on new products and procedures.
12. Ability to perform repairs on air, hydraulic and anti-lock systems.
13. Ability to interpret manuals and schematics.
14. Ability to prepare and maintain accurate records.
15. Ability to work independently.
16. Ability to meet predetermined deadlines.
17. Ability to perform strenuous, physical work.
18. Ability to safely move and relocate heavy objects.
19. Ability to work flexible hours or shifts.
20. Ability to work in confined areas.
21. Ability to withstand heights and perform work safely.
22. Ability to work cooperatively with employees, other agencies, and the public.
23. Ability to recognize and report hazards and apply safe work methods.
24. Possess physical and mental stamina commensurate with the responsibilities of the position.
25. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers and community.
26. Regular and consistent punctuality and attendance are essential functions of the job.

**POSITION REQUIREMENTS:****Education, Training, and Experience:**

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school, foreign equivalency, etc.).
2. Four (4) years of professional experience in the repair and overhaul of buses, trucks, cars, and other heavy duty equipment.
3. Must have own set of tools at time of hire. (Sufficient tools to perform an engine overhaul).
4. Safe driving record.

**Licenses and Certificates:**

1. Valid Nevada Class A commercial driver's license. (If valid Nevada Class A commercial driver's license is not in possession at time of application, a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada must be in possession, and the Class A commercial license must be obtained within five (5) months of hire date). License must be maintained for the duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles at time of interview prior to final selection.
3. Certification in Air Conditioning/Recovery

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or District regulations and procedures.

**Preferred Qualifications:**

Vocational/trade school (technical); gasoline and diesel engine experience; Nevada Emission Control License; valid Class B commercial driver's license and Air Conditioning Certification at time of hire; Automotive Service Excellence (ASE) Certificate; knowledge of alternately fueled vehicles.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Lyon County School District facilities, roadside service, parking lots, etc.

**WORK ENVIRONMENT:**

**Strength:** Medium/heavy - Exert force 50-100 lbs., frequently; 25-50 lbs., occasionally; or 10-20 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, and color vision. Vision to read printed materials, a VDT screen, or other monitoring devices.

**Environmental Conditions:** Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

**Hazards:** Frequent exposure to fumes of vehicles and solvents. Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:** Various vehicles and construction equipment, forklifts, steam cleaners, pressure and parts washer, engines, stands, lifting hoists, battery chargers, volt and injector testers, engine analyzer, pullers, drill press, brake bleeder, emissions tester, air tools, brake lathers, power and hand tools, computers, printers, etc.

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			

Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings	X			
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes	X			
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection	X			
Speech Discrimination				
Audio Alarms	X			
Ability to Smell	X			

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_