

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Lead Mechanic Supervisor

DEPARTMENT/DIVISION: Transportation

POSITION SUMMARY:

The Lead Mechanic Supervisor, under direction of the Director of Maintenance, Operations and Transportation and/or a Coordinator of Maintenance, Operations and Transportation, will assign and direct the work of District Mechanics and Mechanic Specialists and will troubleshoot, diagnose, maintain and repair school buses, District vehicles that are driven or towed, and other automotive and mechanical equipment assigned to the transportation department. The Lead Mechanic Supervisor will be required to drive school buses and other district vehicles and perform work that requires training and expertise at the level of Automotive Service Excellence Master Technician Status or equivalent certification. This is a twelve-month position.

ESSENTIAL FUNCTIONS:

1. Plans, directs and supervises daily work tasks of all Mechanics, Mechanic Specialists and UIII assigned to the Transportation Shop.
2. Provides technical advice and assistance to Mechanics and Mechanic Specialists on difficult and complex repairs.
3. Trains and orients new employees hired into the Transportation Shop.
4. Assists in the recommendation and preparation of specifications for replacement and new vehicles and equipment.
5. Oversees the ordering of parts, fuel, shop equipment, supplies for the Transportation Shop.
6. Enters a variety of records to computer database and extracts reports as required.
7. Inspects school buses, automobiles, trucks, tractors and air compressors.
8. Performs diagnostics, repairs and maintenance in a timely manner to a variety of District equipment and vehicles beyond the expertise of a general mechanic, including determining a course of action for making such repairs and maintenance.
9. Operates electrical testing equipment including computerized test equipment.
10. Operates a variety of computerized diagnostic equipment for each type of District vehicle and equipment manufacturer requiring skills above the expertise level of a general mechanic.
11. Diagnoses, troubleshoots, and repairs onboard computerized electronics and electrical systems, including multiplexed and networked systems, HVAC systems and electrical hardware for each District equipment manufacturer's method and design.
12. Initiates, establishes and communicates appropriate preventative maintenance programs.
13. Reviews, analyzes and interprets freeze frame data, I/M monitors, and diagnoses trouble codes to repair drivability issues and complaints, beyond the expertise of a general mechanic.
14. Makes recommendations to the Director of Transportation regarding inventory needs and costs of tools, advanced equipment, diagnostic software and other Department materials.
15. Troubleshoots, diagnoses, and repairs emission control systems to ensure the District's compliance with state and local requirements.
16. Maintains and makes any necessary repairs including overhaul repairs to brake systems, vehicle alignments, engines, transmissions, differentials, bearings, valves, pistons, rings, ignitions and carburetion systems.
17. Operates lathes, drill presses; mig and acetylene welding equipment to shape and repair parts.
18. Keeps records of maintenance and repair work performed including materials, time and parts used.

19. Drives a school bus and operates any District vehicle or equipment as determined by the Director of Transportation.
20. Makes routine and field service (off site) repairs and adjustments; services, repairs, replaces and overhauls units or parts, including electrical, cooling, air, air conditioning, hydraulic and power-train systems.
21. Fuels vehicles and performs minor body work and painting.
22. Conducts bus and other vehicle safety inspections, coordinating with the California Highway Patrol to ensure compliance as required.
23. Inspects, maintains and repairs vehicles and equipment that operates on gasoline, diesel, Compressed Natural Gas and other alternative fuels.
24. Differentiates warrantable repairs and identifies progressive damage on all District vehicles and mechanical equipment.
25. Complies with proper procedures for lawful hazardous waste cleanup and disposal.
26. Adheres to local, state, and federal laws and regulations regarding proper vehicle maintenance and repairs.
27. Inspects, maintains and repairs fuel dispensing systems.
28. Maintains regular and prompt attendance in the workplace.
29. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions. Ability to read, write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. Must pass National Institute for Automotive Service Excellence exam for Master Technician certification in Automobile and School Bus. Successful completion of professional vocational training at an institution accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) preferred. Two years mechanic experience, including diagnostics and repair of gasoline, diesel, CNG and other alternative fuel-powered vehicles and equipment preferred. Driver must possess a valid California Motor Vehicle Operator's license to operate vehicles or combinations of vehicles to satisfy job requirements. Ability to obtain a Class A or B California Driver License and School Bus California Special Driver Certificate. Must pass the District pre-employment physical exam.

SKILLS AND QUALIFICATIONS:

1. Ability to apply knowledge and skills obtained through Master Technician certification to all work performed during the course of duty.
2. Knowledge of current principles, methods and practices pertaining to the repair, maintenance and operation of gasoline, diesel and other powered vehicles and equipment.
3. Knowledge of current local, state and federal laws and regulations pertaining to vehicle operations, repair and maintenance, and the lawful procedures for hazardous waste cleanup and disposal.
4. Know and demonstrate safe work practices.
5. Knowledge of tools, lubricants and specialized equipment used in the service and overhaul, repair and adjustment of vehicles and equipment.
6. Ability to work independently, meet deadlines and use sound judgement.
7. Ability to operate electronic communication devices including two-way radios.
8. Knowledge of high pressure hydraulic, cooling, pneumatic and HVAC systems.
9. Possess and demonstrate effective methods and correct terminology used in collision repair and refinishing technology in order to properly communicate with vendors.
10. Ability to correctly store and maintain tools, machinery and equipment and accurately diagnose

equipment malfunctions and execute effective repairs.

11. Ability to estimate the scope of work assignments and secure the necessary tools and materials to complete assignments.
12. Exhibit competence and command of equipment manufacturer's recommended troubleshooting methods and procedures.
13. Ability to use precision measuring equipment such as micrometers, refractometers, dial indicators, and dial calipers.
14. Knowledge of principles, rules and regulations related to electrical maintenance and repair of vehicle heating, ventilating and air conditioning systems.
15. Possess the organizational ability to conduct an effective program of preventative maintenance for all automotive and mechanical equipment assigned to the transportation department for repair.
16. Ability to read automotive wiring schematics and understand electrical circuit specifications.
17. Knowledge of complex computerized diagnostic programs and on-board component testing.
18. Ability to diagnose and repair vehicle exhaust emission after-treatment systems and knowledge of local, state, and federal emission laws and regulations.
19. Knowledge of intermediate computer skills including, but not limited to, GPS tracking software, inventory software programs, email, work order systems, Microsoft Office applications, and other programs as required.
20. Knowledge of alternative fuel vehicles and fueling stations.
21. Ability to accurately diagnose drivability issues using on board diagnostics.
22. Ability to utilize electronically based service, shop, and diagnostic manuals.
23. Ability to analyze and interpret I/M monitors, freeze frame data, fault codes and carry out diagnostic procedures.
24. Ability to carry out diagnostics, troubleshooting, and complicated repairs to complex HVAC systems.
25. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
2. Speak and understand at normal levels with or without hearing aids.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Push/pull up to 50 pounds for extended periods of time.
6. Lift and carry up to 100 lbs. at shoulder level for short periods of time.
7. Perform repetitive foot movements for extended periods of time.
8. Perform repetitive hand/arm movements (grasp/pinch) for extended periods of time.

WORK ENVIRONMENT:

Employees will be expected to work indoors and outdoors under various conditions. Employees will occasionally work off-site to respond to emergency repairs. They will be required to work on uneven ground. Employees' work area is exposed to dust, fumes, gases and smoke. As required, must wear protective devices, such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses. Employees will be exposed to high noise level.

SALARY: Classified Range 58

Adopted: 03.26.2024