



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** MECHANIC, LEAD

**REPORTS TO:** Executive Transportation Officer

**SITE:** District Office

**CLASSIFICATION:** Classified Bargaining Unit

**WORK YEAR:** 12 Months

**SALARY:** Range 155 - Classified Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** January 28, 2016

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#### **JOB SUMMARY:**

Under general supervision, perform advanced journey level work in maintaining and making mechanical repairs to gas and diesel powered buses, trucks, and automobiles, lawn mowers, and other gas powered equipment; provide technical and lead supervision to other mechanics; perform related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from the Mechanic class by serving in a lead role and directing and overseeing the work of Mechanics. Position in this class handle the more complex repair orders and is required to exercise judgement in selecting from among a range of alternatives to properly repair vehicles and equipment. Lead Mechanic schedule and prepare cost and time estimates for service work orders. Employee in this class receives limited supervision within a frame work of standard policies and procedures.

#### **ESSENTIAL FUNCTIONS:**

1. Inspect, diagnose, and make skilled automotive repairs including rebuilding major engine and drive train components such as valves, pistons, rings, and transmissions; operate electronic diagnostic equipment to tune engines; replace spark plugs, points, hoses, and timing belts.
2. Inspect, repair or replace distributors, brakes, drums, water pumps, tires and batteries.
3. Diagnose and repair electrical system problems; replace worn wires, fuses switches and lights.
4. Repair windows, doors, and seat belts; make minor auto body repairs.
5. Operate lathes, drill presses and welding equipment.
6. Clean tools and work area and maintain equipment in working order.
7. Check all vehicles for conformance to Highway Patrol safety standards.
8. Maintain records of time and materials used on jobs; estimate costs and time requirements for service requests.
9. Monitor work orders to ensure timely completion of tasks and correctness of billings.
10. Inspect the work of the heavy Duty diesel mechanic, other mechanics and/or auto service person.
11. Prepare and maintain a variety of records and reports related to vehicle maintenance, inspections work orders, repairs, certifications and assigned activities.
12. Prepare parts lists, requisitions and inventory records.
13. Identify needed parts for repairs and preventive maintenance; determine items to be kept in inventory, order parts and supplies, and coordinate with vendor; request purchase order for special items; monitor expenditures and use of standing purchase orders.
14. Utilize blueprints, schematics, rough sketches and technical manuals to assure proper inspection, maintenance and repair of District vehicles and equipment.
15. Monitor inventory levels of parts and supplies; assist in ordering parts and supplies as appropriate; contact vendors to order parts and supplies in the absence of the supervisor.
16. Instruct mechanics in specific repairs, techniques and equipment items; arranges for training at outside classes.
17. Implement and maintain manufacturer warranties with respect to new vehicles.
18. May drive a school bus or other District vehicle.
19. Repair and/or replace wheelchair lifts, tracks or other tie-down components.

20. Remain on-call for emergencies.
21. Perform other related duties as assigned.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**EDUCATION/TRAINING EXPERIENCE:**

- High school diploma or equivalent.
- Three (3) years of experience as a journey level automobile mechanic involving work on buses and trucks.
- Three (3) years of experience as a lead; supervisory capacity is preferred.
- Strong interpersonal and leadership skills.
- Critical thinking skills, as well as the ability to multi-task.

**KNOWLEDGE OF:**

- Operating principles of internal combustion engines and vehicle, and equipment systems and components.
- Tools, equipment and procedures used in the general overhaul, repair and maintenance of buses, trucks, cars and other equipment.
- Basic electronics.
- Safety rules and regulations applicable to automotive service and repair and the use of power tools.
- Vehicle computer operating systems.
- Vehicle safety standards for school buses.
- Basic principles of supervision.
- Hazardous materials, handling and disposal.
- Department policies and procedures.
- Preventive maintenance practices.

**EXPERIENCED WITH:**

- Diagnose malfunctions and make mechanical repairs to a variety of engines.
- Use grinders, drills, and other specialized electronic and power tools and equipment.
- Make basic arithmetic calculations and maintain basic records.
- Follow oral and written directions.
- Run diagnostic tests on computerized automotive systems using electronic equipment.
- Read and understand auto repair manuals and computer software programs.
- Organize, schedule, and supervise the work of others.
- Operate a computer terminal or laptop computer and assigned software.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Attend required trainings and pass tests if provided.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:**

- Ability to read repair manuals, and see small automotive parts.

- Ability to observe and perform repairs.
- Ability to distinguish color coded parts and/or wiring.
- Ability to pull, push and carry heavy objects as required by position.
- Ability to reach overhead, above the shoulders and horizontally, stoop, kneel or crouch, and work in awkward positions; sit, lay or stand for long periods of time.
- Ability to climb ladders and working from bus tops.
- Ability to operate power tools, small hand tools and equipment, and work with small bolts and screws.
- Ability to lift and carry parts weighing up to 100 pounds; maneuvering heavier parts and equipment.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment

**HAZARDS:**

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

**LICENSE/OTHER REQUIREMENTS:**

- Valid California School Bus Driver's Certificate, and Medical Examiner's Certificate, and Class B driver's license with passenger and school bus endorsement.
- Valid American Red Cross First Aid Certificate.
- Possession of 609 Automotive Air Conditioning Certificate.
- Must have a valid forklift certificate.
- Must pass a drug screening and physical exam.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business

needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.