

LEAD MECHANIC

DEFINITION:

Under direction of the Director of Transportation and/or the Supervisor of Transportation, plan, supervise and schedule mechanical work in the inspection, diagnosis, repair and maintenance of a variety of large and small District vehicles including gasoline, diesel and alternative powered vehicles; perform required inspection of school buses; train and provide work direction to assigned staff.

QUALIFICATIONS:

- Experience: Four years journey-level experience in the repair of light and heavy gasoline and diesel equipment
- Education: Equivalent to completion of the twelfth grade
- License Required: Valid State of California Class A or B driver's license with passenger and air brake endorsements
- Valid medical card

DISTINGUISHING CHARACTERISTICS:

This is a one position classification. The incumbent is responsible for the maintenance and repair of District vehicles and for the organization and coordination of shop activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, supervise and schedule mechanical work in the inspection, diagnosis, repair and maintenance of a variety of District vehicles including gasoline, diesel and alternative powered vehicles; assure shop operations run in a timely manner
- Evaluate, maintain, service and repair vehicles
- Perform required inspections of school buses; perform routine maintenance safety checks and inspections of vehicles; maintain accurate service and repair history records on transportation vehicles and equipment
- Prioritize work orders for maintenance projects on District vehicles; communicate with other department to discuss repairs; estimate cost and time required for repairs
- Track the inventory and purchase of needed parts and supplies; communicate with vendors; prepare and maintain related receipts, records and purchase orders
- Prepare and maintain a variety of records, reports and files related to assigned activities and personnel; maintain mileage, repair and labor costs performed on District vehicles
- Operate a variety of office equipment including a computer
- Maintain shop area, equipment and materials in a safe, clean and orderly manner; assure compliance with health and safety regulations
- Operate a vehicle to conduct work; respond to emergency field calls as needed
- Perform all duties and responsibilities of Mechanic II

Perform related duties as assigned

KNOWLEDGE:

- Techniques and practices of maintenance and repair of heavy and light vehicles
- Diagnostic procedures for vehicles and equipment
- Shop math applicable to vehicle maintenance
- Proper lifting techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- District organization, operations, policies and objectives

ABILITIES AND SKILLS:

- Plan mechanical work in the inspection, diagnosis, repair and maintenance of a variety of District vehicles
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Observe legal and defensive driving practices
- Prioritize and schedule work
- Communicate effectively both orally and in writing

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- Establish and maintain cooperative and effective working relationships with others

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: lifting, moving, grasping, carrying, pushing and/or pulling, manipulating heavy objects; climbing and balancing, stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone, enter data into a computer, and operate other tools and equipment. Test drive vehicles.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

ENVIRONMENTAL CONDITIONS:

Work near hazardous equipment and machinery with moving parts, exposure to chemical fumes and vapors such as gasoline and diesel fuel, dust, noise, odors, seasonal heat and cold or adverse weather conditions.