

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Lead Mechanic

QUALIFICATIONS: State certification as a school bus mechanic
Valid Alabama driver's license and CDL license
Expertise in all aspects of vehicle maintenance, particularly school buses
Good public relations skills
Experience in supervision
Such alternatives to the above, including health requirements, as the Board may find appropriate.

JOB GOAL: To coordinate in developing, achieving and maintaining a quality maintenance program for the school buses and vehicles of the Trussville City Schools.

REPORTS TO: Transportation Coordinator

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Advise, assist, and assign work for all technical employees.
2. Inspect and approve work of all shop employees.
3. Coordinate, verify and report work schedules for all technical employees.
4. Maintain records and make reports as appropriate.
5. Road test prospective bus drivers as assigned.
6. Practice and promote high standards of safety, cleanliness, and efficiency in all work areas.
7. Operate wrecker as necessary
8. Communicate with immediate supervisor on a daily basis regarding work schedule, safety issues, repairs, etc.
9. Establish and supervise a system for the receipt and issuance of parts and supplies.
10. Assist in the recruitment, screening, training, and evaluation of technical employees.

Board Approved: November 7, 2005

Amended: December 4, 2006, April 25, 2018