

CLASSIFIED JOB DESCRIPTION

LEAD MECHANIC

JOB SUMMARY:

Under general supervision, coordinates operation of the District's vehicle repair shop; is responsible for and participates in the maintenance and repair of all District vehicles; assists in the review of all work performed by District maintenance personnel; committed to teamwork and collaboration to provide maximum services for pupils, staff, and community; and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Repairs/maintains trucks, cars, tractors, buses, gardening equipment, and maintenance equipment.
- Inspects District vehicles, buses, grounds, and maintenance equipment.
- Records inspections, maintenance, repairs, and daily reports.
- Directs the work flow of mechanics.
- Drives school buses, trucks, and all District motorized vehicles.
- Estimates costs for repairs, body damage, and mechanical damage.
- Assists in training mechanics and substitute drivers.
- Prioritizes repairs and provides solutions for problems.
- Controls hazardous materials, carries out periodic training sessions (Waste Management Representative).

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of recent successful experience as a journeyman level mechanic, preferably including experience in a supervisory capacity.
- Ability to read and prepare schematics and diagrams; evaluate and diagnose problems with District vehicles and determine required repairs; estimate costs; assign, coordinate, and inspect the work of mechanics; perform skilled repairs on diesel, gasoline and propane-powered equipment; maintain cooperative working relationships with those contacted in the course of work; lift up to one hundred (100) pounds; and use of word processing programs is desirable.
- Knowledge of methods, materials, and equipment used in the maintenance and repair of diesel, gasoline, propane and alternative fuel system and engines, vehicles and equipment; California Vehicle Code and California Highway Patrol regulations pertaining to the Hazardous Materials Control and Waste Management; and knowledge in the use of computers is desirable.
- High school diploma or GED required. Preferably supplemented by vocational training in diesel and automotive trades.

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- Must have a good driving record. Must have and maintain the following documents: California Commercial Driver License Class A or B with “Air Brake” and “Passenger” endorsements, California School Bus Driver Certificate with no limitations (except “Automatic Transmission Only” is acceptable), and Medical Examiner's Certificate. Must be able to traverse 12½-inch aisles on school buses. Must be able to kneel, squat, bend, climb, twist, and safely enter/exit a school bus through the emergency exits.

Classified Salary Schedule: Range 41

BOARD APPROVED: 10/1/96

REVISION DATES: 7/01/04

7/18/23

08/09/2023