Position: Lead Mechanic	Position Number:
Department: Transportation	FLSA:
Reports to: Director of Transportation	Salary Grade: 14

Summary

Oversees a small work team and performs a variety of work in the repair, overhaul, and maintenance of school buses, vans, automobiles, and other automotive and power equipment.

Distinguishing Characteristics

Advancement to Lead Mechanic will require the minimum experience of a heavy equipment mechanic, designation as a master mechanic through additional training, formal leadership training or experience, and demonstrated competency in diesel and gas engine and transmission overhaul.

Essential Duties and Responsibilities

- Receives requests through work orders or direct contact. Assesses the nature of the repair request and assigns a priority and estimated time of completion. Prepares a schedule for preventative maintenance.
- Observes and reviews the work of other Mechanics, offering tips and suggestions for time savings, and repair techniques.
- Performs complex work in the repair and maintenance of school buses and other automotive equipment including tractors, trucks, power mowers, power sweepers, and forklifts. Determines extent and type of repair needed. Estimates cost of repairs.
- Overhauls light duty and diesel engines and power transmission systems. Installs rings, rod bearings, main bearings, and brakes. Repairs transmissions and differentials. Overhauls and renews wheel cylinders. Tunes engines. Adjusts points, carburetors, valves, clutches, brakes, etc., and repairs, balances, and changes wheels.
- Performs preventive maintenance. Lubricates vehicles. Changes oil and oil filters. Services air conditioners. Orders parts and accessories. Maintains shop tools and equipment. Maintains shop in a safe and orderly condition.
- Maintains adequate inventory levels of parts and supplies. Orders parts and accessories for the shop. Enters work orders into a preventative maintenance system.
- Maintains shop tools and equipment in working order. Ensures and maintains shop in a safe and orderly condition
- Maintains records of repair and maintenance work.
- Responds to emergency breakdowns and repair vehicles at emergency site.

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- Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

  Requires advanced technical knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling gasoline, diesel, mechanical, CNG and electrical powered bus and automotive equipment. Will have a working knowledge of heavy-duty equipment as well as full knowledge of the tools, materials and equipment used in the diagnosis, maintenance, adjustment and repair of automotive and heavy equipment. Requires knowledge of the principles and methods used in preventive maintenance for automotive equipment. Must have in-depth knowledge of work hazards and safety practices.

- **Abilities**

  Requires the ability to perform all of the duties of the position effectively and efficiently and at a skill level commensurate with assignment. Requires the ability to perform vehicle maintenance duties including inspection, diagnosis and analysis techniques. Requires the ability to operate a variety of vehicle maintenance tools and equipment skillfully and safely. Must be able to estimate time and cost required for repairs. Must be able to operate a school bus for purposes of testing and other District vehicles safely. Must have sufficient communication skills in order to interact with individuals in own work group and other District staff, must be able to give instruction on work methods, and maintain harmonious work relationships.

- **Physical Abilities**

  Requires standing, stooping, kneeling, frequent carrying and lifting of light to medium weight materials up to 50 pounds, and occasional pushing and guiding of objects over 50 pounds. Requires near visual acuity and accommodation (ability to bring items into sharp focus), strong arm, hand and finger dexterity, ability to grasp and visual acuity including hand-eye coordination. Requires auditory abilities to project voice in a noisy shop environment and to carry on conversations. Requires the ability to read and write at a level sufficient to perform all of the duties of the position including reading safety information and technical manuals. Requires the ability to perform precise measurements and mathematics sufficient to prepare estimates.

- **Education and Experience**

  Specialized training in automotive repair required. The position requires a minimum of 5 years of increasingly responsible experience in the maintenance and repair of vehicles including experience in the repair and maintenance of heavy gasoline and diesel powered equipment, including either service leadership, customer service, or training.

- **Licenses and Certificates**

  Requires valid Commercial Driver's License and medical examination card. Requires ARC first aid card.