

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Lead Mechanic

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

At least five years of experience in vehicle mechanical repair work. Two years supervisory experience or two years as a Mechanic II in a school district.

Education:

High school diploma or equivalent and additional trade school courses or service school credits.

Certificate/License Requirement:

Possession of a valid Class B California motor vehicle operator's license.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the supervision of the transportation manager, performs the work of a senior mechanic making major or minor repairs to all district owned vehicles and equipment as directed. Assures that all vehicles and equipment receive proper preventive maintenance, organizes work and requisition of parts.

SPECIFIC RESPONSIBILITIES

1. Schedules, coordinates and assigns work of other mechanics.
2. Requisition of parts and supplies.
3. Using automotive hand tools makes major or minor repairs and adjustments to district owned vehicles.
4. Performs engine and transmission overhauls.
5. Lubricates and maintains vehicles in good repair.
6. Repairs other equipment and maintains in good condition.
7. Completes all phases of brake repairs.
8. Changes and repairs tires.
9. Overhauls and adjusts carburetors, injectors, generators, alternators, starters, regulators, steering assemblies and differentials.
10. Does body repair and painting.
11. Steam cleans and washes vehicles.
12. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Tools, materials and equipment used in the maintenance and repair of automotive equipment;
- principles and methods used in a program of preventative maintenance for automotive equipment;
- knowledge of both gas and diesel engines;
- safe driving practices.

Ability to:

- Schedule, coordinate and assign work of other mechanics;
- give and follow written directions;
- inspect, locate and diagnose mechanical defects and estimate the cost of repairs;
- use skillfully the tools and equipment necessary in the repair and maintenance of automotive equipment;
- maintain cooperative relationships with those contacted in the course of work;
- work within time limits;
- maintain accurate "materials used" records.

AK:wd

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Approved by Board of Trustees: April 27, 1993