

**CLASS SPECIFICATION
Lead Bus Mechanic**

GENERAL PURPOSE

Under direction, provides lead work direction and participates in the work of personnel engaged in the repair, maintenance and servicing of a wide variety of gasoline-, diesel- and natural gas-powered school buses and other vehicles; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class provides lead work direction, technical assistance and training to a staff of Bus Mechanics. The incumbent is accountable for supervising assigned personnel and directing day-to-day activities. Duties and responsibilities are carried out independently within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports, completed work orders and equipment performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Schedules, coordinates, supervises and inspects the work of staff and outside vendors engaged in the overhaul, repair and maintenance of a wide variety of automobiles and gas-, diesel- and natural gas-powered school buses and trucks, including engines, fuel, electrical, hydraulic and body and chassis parts; instructs and provides for the training of staff in work methods and the use of tools and equipment; provides technical assistance to staff in resolving difficult problems encountered; reviews completed work.
2. Ensures the District's school buses are maintained in compliance with California Highway Patrol standards and all relevant laws, codes and regulations; ensures proper safety precautions are observed.
3. Inspects equipment to determine work required and to evaluate performance; estimates labor, material and equipment required to complete assignments; recommends special work required or necessary vehicle maintenance; confers with and advises District staff regarding vehicle maintenance and operation.
4. Prepares and maintains a variety of reports and records, including time cards, worksheets, accident reports, maintenance requests, etc.
5. Performs more difficult or complex mechanical repairs that require advanced and/or specialized knowledge; diagnoses and performs major and minor repairs and overhauls to engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrists pins, gaskets, etc.; inspects, troubleshoots, diagnoses, repairs, cleans, adjusts and installs fuel, ignition, electrical and cooling systems involving repair and replacement of such parts as carburetors, fuel pumps, spark plugs, starter motors, distributors, generators, voltage regulators, wiring switches, batteries, radiators, thermostats, water pumps, etc; diagnoses engine electronic

computer using diagnostic scope; services and repairs vehicle air-conditioning systems; inspects, services and adjusts vehicle smog control systems.

6. Diagnoses, repairs and adjusts steering mechanisms and other controls, checking and aligning wheels; repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxyacetylene welding equipment.
7. Inspects, services and repairs vehicle braking systems; diagnoses, repairs and maintains vehicle air brakes, hydraulic systems and associated power take-off equipment.
8. Performs safety inspections on school buses to comply with relevant laws, codes and regulations; road tests vehicles; drives buses, trucks or equipment as required; inspects vehicles in the shop and field; diagnoses and performs electrical, hydraulic and other repairs in the field.
9. Performs preventive maintenance and service work on school buses, heavy and light trucks and automobiles, including tune-ups, checking and replenishing fluid levels, replacing hoses, belts, batteries, wiper blades, bulbs, lamps; may clean vehicles.
10. Modifies and fabricates new parts for vehicle bodies and similar equipment; performs skilled electric and oxyacetylene welding tasks in repairing and modifying vehicles.
11. Reads and interprets manuals, specifications, blueprints, sketches and rough drawings.

QUALIFICATIONS

Knowledge of:

1. Methods, techniques, parts, tools and materials used in the overhaul, maintenance and repair of diesel-, gasoline- and natural gas-powered vehicles.
2. Principles and practices of training and supervision.
3. Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
4. Safe work methods and safety regulations pertaining to work.
5. Use and operation of oxyacetylene and electric arc welding equipment and materials.
6. Shop mathematics; practices and procedures of shop and field welding.
7. Welding properties of various metals and alloys.
8. Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
9. Federal, state and local laws and regulations pertaining to the maintenance, repair and safety of school buses.
10. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.
11. Computer applications related to the work.

Ability to:

1. Plan, estimate, coordinate and schedule the work of others.
2. Prepare and maintain a variety of reports and records pertaining to the work.
3. Diagnose and repair a wide variety of diesel-, gasoline- and natural gas-powered vehicles and related equipment.
4. Operate and maintain a wide variety of hand, power and shop tools and equipment used in the work.
5. Understand and follow oral and written instructions.
6. Estimate necessary materials and equipment to complete assignments.
7. Exercise independent judgment and initiative without close supervision.
8. Read and interpret manuals, specifications and drawings.
9. Use shop mathematics to make calculations.
10. Fabricate and repair a wide variety of metal parts, equipment and tools.
11. Use safe work methods and adhere to safety regulations pertaining to the work.
12. Establish and maintain effective working relationships with District management, staff and others encountered in the course of the work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and four years of journey-level experience in the maintenance and repair of light-, medium- and heavy-duty gasoline and diesel-powered motor vehicles.

Licenses; Certificates; Special Requirements:

A valid California Class B driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, walk, sit and

talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally over 100 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve basic problems; use simple math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions; and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works near moving mechanical parts or in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level is moderately noisy.

Board Approval 2/15/2007

Effective 7/1/2007