

Lead Mechanic - 1.0 FTE - Student Transportation Services

How To Apply: Please visit <https://www.pps.net/jobs> and use job number **29372** to access the full job description and apply

Pay: \$41.75 per hour

FTE: 40 hours per week (1.0 FTE)

Work Year: 260 days per work year (year-round job)

Portland Public Schools (PPS) is seeking talented people from diverse backgrounds and experiences to lead change and inspire PPS students. At PPS, every employee, despite having different roles, is an educator. We hope to attract talented educators who model the core PPS Educator Essentials. With the District's focus on eliminating systemic racism and its adverse impact on student learning, we seek to hire individuals who bring to our district a deep commitment to racial equity and social justice. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on perceived or actual race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; veteran's status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

POSITION SUMMARY:

Under the shop manager's supervision this person will be performing all types of repairs, overhauls, and maintains district buses, vehicles and equipment; diagnoses problems and repairs all vehicle systems. Manage parts inventory of parts room, and parts storage areas, ordering supplies, record keeping of inventory, including issuing and identifying parts for repairs, collaboratively working with vendors and fleet shop personnel. Determine best sources and lowest cost of parts and supplies, input parts and repair data using various computer programs, issues parts, supplies, and perform other duties as needed. This person will also assume some supervisory duties in the absence of the shop manager.

ESSENTIAL JOB FUNCTIONS:

1. Diagnoses and repairs electrical system problems in buses, equipment and vehicles.
2. Diagnoses and repairs drive trains including: transmissions differentials, clutches and final drives.
3. Inspect, troubleshoot, adjust, and rebuild hydraulic and air brake systems.
4. Diagnoses, repairs and rebuilds hydraulic and hydrostatic systems.
5. Troubleshoot and repairs engines, powered by gas propane or diesel.
6. Designs, fabricates and modifies parts and pieces as needed.
7. Must become ODE Certified on inspecting buses required to perform Annual Inspections.
8. Maintain the inventory of parts room and parts storage areas.
9. Maintain an organized and accurate inventory of parts and supplies, including ordering, receiving, and tracking stock levels.
10. Interact with vendors to determine best sources and lowest cost of parts and supplies.
11. Input parts and repair data using computer programs.
12. Interact with vendors to source parts and supplies at the best cost and coordinate delivery and pickup.
13. Performs fuel system inventory and maintenance.

14. Input parts and repair data into computer systems, manage warranties, track returns, and maintain asset files.
15. Provide inventory data analysis and reporting
16. Perform/complete special projects assigned by the shop manager for research, analysis and/or training of the mechanics.
17. Assist shop manager with administrative duties for the department as requested.

MARGINAL FUNCTIONS:

1. Performs other reasonably related duties as assigned.
2. Drives a school bus in an emergency on an as needed basis.

MINIMUM QUALIFICATIONS: Combined Education and Experience (Any one of the following):

1. Equivalent to an Associate of Arts degree or certificate from an accredited trade school in auto or diesel mechanics and three years' experience in automotive or equipment repair and maintenance.
2. Five years' experience in automotive or equipment repair and maintenance in a fleet environment and industry-related training and certificates.
3. Eight years' experience in automotive or equipment repair and maintenance knowledge of fleet maintenance and industry related training and certificates.
4. Proficiency in inventory management software
5. Minimum two (3) years' experience in inventory and supply chain management
6. Ability to use computer automated inventory parts programs and other related office software.
7. Ability to plan and manage an inventory of equipment, parts and supplies.
8. Ability to perform tasks that require a considerable amount of visual effort, such as keyboarding, intensive reading of parts catalogs and owner's manuals, etc.

SPECIALIZED KNOWLEDGE, LICENSES, ETC.:

- Possession of, or ability to obtain and maintain an appropriate and valid Oregon or Washington class "B" CDL and "S" endorsement. Driving record to meet District standards.
- Possession of, or ability to obtain ASE certifications for basic vehicle systems.
- Ability to pass Oregon State Fire Marshal's Propane Fitters test

SPECIFIC SKILLS:

1. Thorough knowledge of the theory and principles of all vehicle systems including: basic engine, fuel (gas, propane and diesel), electrical, emissions, computer, brakes (ABS, air and traction control), steering and suspension, transmissions (manual and automatic), differentials, drive trains, hydraulic systems including hydrostatic drives and heating and air conditioning.
2. Skilled in the use of modern diagnostic equipment and tools that are commonly used in the vehicle repair industry.
3. Proficient in the use of the tools and processes that are in basic metal fabrication and welding.
4. Ability to diagnose defects in all vehicle systems, including: basic engine, fuel (gas, propane, and diesel), electrical, emissions, computer, brakes, (ABS, air and traction control), steering and suspension, transmission (manual and automatic), differentials, drive trains, hydraulic systems including hydrostatic drives and heating and air conditioning.
5. Demonstrate the ability to communicate both orally and in writing, to carry out oral and written instructions, and to read instruction manuals.

6. Ability to establish and maintain cooperative working relationships with coworkers coming from diverse backgrounds.

OTHER:

- Following completion of one year of service, mechanics will receive a tool allowance of \$400.00 per year.
- Employees will be required to obtain and wear suitable safety toe shoes within ten (10) working days from the date of such notice, and such footwear shall be required on the job. The District will pay a safety shoe allowance of \$150.00 per year to each employee who is required to wear safety toe shoes.

504 Coordinator: Katie Loewen, kloewen@pps.net, 503-916-3337 x63337

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Title IX Program Manager: Bobby Cruz, bcruz@pps.net, 503-839-3660