JOB DESCRIPTION

JOB TITLE: Lead Mechanic

Job Family: Transportation

Range: 53

Overall Job Purpose Statement/s: The job of "Lead Mechanic" is done for the purpose/s of scheduling, directing and participating in the skilled maintenance and repair of District school buses, vehicles and other mechanical equipment; determining the needs of the Transportation Shop and for providing technical and lead supervision to other shop mechanics.

Essential Job Functions:

* **Directs,** oversees and participates in the repair, maintenance and servicing of gasoline and diesel powered buses, automobiles, trucks, tractors and other mechanical equipment.
* **Trains**, monitors and inspects the work of other mechanics for accuracy and compliance to established standards.
* **Inspects** and diagnoses mechanical defects and determines corrective actions required to repair such defects.
* **Repairs** and adjusts brake systems, front and rear axles, differentials, fuel lines, steering mechanisms and other major units.
* **Inspects,** diagnoses and repairs electrical system malfunctions.
* **Fabricates,** welds and repairs frames, bodies and/or equipment parts.
* **Performs** and/or directs body and fender repairs and fabrication.
* **Makes** necessary repairs such as overhauling and tuning engines; adjusting and repairing transmissions; replacing, overhauling and adjusting bearings, ignition systems and carburetors; replacing generators, distributors, relays, lights and switches.
* **Welds,** brazes, rivets and cuts metal.
* **Assists** in preparing vehicles for sanding and painting.
* **Disassembles** engines, transmissions and other engine components to examine parts for defects and excessive wear.
* **Monitors** costs of supply purchases working stock, inventory levels, contracted labor costs and assists in monitoring the shop's budget.
* **Assists** in planning and implementing a preventive maintenance program for District vehicles and equipment.
* **Schedules** and coordinates work assignments/completions with supervisor and other mechanics.
* **Makes** service calls for emergency repairs as required.
* **Resolves** driver complaints related to faulty equipment, parts and repairs.
* **Confers** with vendors, subcontractors, manufacturers or other appropriate parties to facilitate repairs or needed parts/supplies.
* **Evaluates** and selects products, supplies and equipment for use by mechanics.
* **Assists** in developing specifications for purchase of new vehicles and equipment.

* **Maintains** appropriate records and files including time sheets, materials used, work orders, etc., prepares reports as required.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

* **Attends** workshops, seminars, in-services or training programs designed to maintain competency levels or meet licensing requirements.

Essential Job Requirements - Qualifications:

* **Experience Required:** Three (3) years of experience as mechanic with specialization in maintenance and repair of large transport vehicles, both gas and diesel engines.

* **Skills**, **Knowledge and/or Abilities Required:**

  Skills to maintain gas and diesel engines, operate hand and power tools.

  Knowledge of repairs, safe working methods and procedures.

  Abilities to stand for prolonged periods, inspect and repair buses. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, hearing conversations and other sounds, (e.g. air leaks), near/far visual acuity/depth perception and accommodation. Diagnose mechanical defects accurately and make necessary repairs to equipment in a timely manner; communicate effectively in both oral and written forms.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Class Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative drug screen test and negative TB test results. Ability to obtain California State Certificate in assigned inspection area(s) such as smog, brake, lamp, etc.