

JOB TITLE: Lead Mechanic **STATUS:** Non-Exempt / At-Will

REPORTS TO: Vehicle Maintenance Supervisor **TERMS:** 242 Days Min \$19.41

DEPARTMENT: Transportation Services **PAY GRADE:** MT-7 Mid \$22.84

Max \$29.69

PRIMARY PURPOSE:

Supervise major and minor mechanical repairs to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures. Assist maintenance staff with completing work orders and/or preventative maintenance.

QUALIFICATIONS:

Education:

High school diploma or GED
Appropriate clear and valid commercial driver’s license with Passenger (P) and School Bus (S) endorsements
Eight (8) ASE or TASBT Certification preferred, Four (4) required

Experience:

Five years’ experience as a mechanic (diesel engine experience preferred)
Acceptable skill in supervision of personnel and programs
Previous shop supervisor experience preferred

SUPERVISES:

Mechanics / Preventative Maintenance Mechanics

WORKING CONDITIONS:

Physical Demands/Environmental Factors:

Frequent walking, bending, kneeling, climbing, carrying, pushing and pulling; moderate lifting and carrying up to 100 lbs. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes; work around vehicles and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Ability to egress from bus and supervise student evacuation from bus in a timely manner during emergency situations. Ability to drive all types of school buses and other district vehicles. Work irregular hours as needed.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain an efficient and effective system of routine and preventative vehicle and equipment maintenance throughout the district’s fleet of vehicles
2. Keep informed of and comply with all district regulations and policies concerning personnel management
3. Supervise maintenance personnel in their daily assignments
4. Maintain accurate, updated records of fleet maintenance including time and materials required to perform repairs and service
5. Operate and maintain district vehicles, tools, equipment and machinery according to prescribed safety procedures
6. Keep shop areas and surrounding parking lot clean. Correct unsafe conditions in work area and report any conditions that are not correctable to the supervisor immediately
7. Perform mechanical repairs including welding and minor body work
8. Assist with the management of inventory documentation. Ability to utilize transportation software
9. Perform as a substitute operator when necessary

EVALUATION:

Performance will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of auxiliary personnel.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date

Mechanics are able to complete four different modules worth \$0.25/hour each for an extra \$1.00/hour. The modules are for TASBT or ASE course equivalents. District pays for all technician training...
Travel, hotel, meals, registration, as well as the overtime (if applicable) to attend