



June 2000

### LEAD MECHANIC

#### DEFINITION

Under direction, to plan, organize, coordinate and perform a variety of skilled level repair, overhaul and maintenance of buses, passenger vehicles, trucks and a variety of other fuel type powered equipment; to assist management in the overall operation of the department.

#### DISTINGUISHING CHARACTERISTICS

The incumbent to this job class is distinguished from the mechanic class in that the incumbent is responsible for assisting in the direction and coordination of the shop mechanics. The incumbent also can assist in work planning, purchasing, record keeping, report preparation and employee selection and performance activities.

#### ESSENTIAL FUNCTIONS

Inspect, diagnose and repair mechanical defects on a variety of gasoline, electric, diesel and alternative powered buses, trucks, automobiles, tractors and other motorized equipment; assists in coordinating and directing the work of mechanics, review mechanical repair orders, determines priority work assignments, update and maintain computer systems; maintain necessary inventories of equipment shop supplies, parts and materials; maintain a variety of related files and records; coordinates a variety of preventative maintenance inspection and servicing tasks; responds to emergency roadside service; assists in establishing daily work schedules to meet operational needs; and to perform other related work as required.

#### SPECIAL REQUIREMENTS

Possession of the category of valid California driver's license required to meet performance requirements of the position as determined by State Department of Motor Vehicle rules. This may include maintaining the first aid and medical certificates required to operate school buses. Ability to qualify and maintain insurability by the District liability insurance carrier standards.

#### REQUIRED QUALIFICATIONS

##### Knowledge of:

- Methods, materials, tools and equipment used in the maintenance and repair of a variety of gasoline, electric, diesel and alternative powered vehicles and equipment;
- Principles and theories of the internal combustion engine and electric powered vehicles;
- Laws, regulations and guidelines pertaining to the repair, overhaul and maintenance of transportation and automotive equipment;
- Preventive maintenance programs, implementation and safe working methods and procedures.

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### Ability to:

Diagnose and locate mechanical and electrical malfunctions and defects;  
Perform skilled automotive repair, overhaul and maintenance functions;  
Operate a variety of equipment utilized in the repair and maintenance of vehicles and equipment;  
Maintain simple records and prepare complete and concise reports;  
Establish and maintain positive and effective working relationships;  
Work courteously and tactfully with co-workers, public and parents;  
Promotes team building and positive work environment;  
Adapt easily to work assignments, additional priorities and new procedures;  
Receive constructive criticism and modify work appropriately;  
Prioritize and identify needs and solve problems independently as appropriate;  
Suggest procedural improvements to management as appropriate;  
Skillfully handle difficult situations using good judgment;  
Maintain high level of professionalism in keeping the needs of the district a top priority.

### Training and Experience:

Three years of experience in the repair and maintenance of automotive, bus, truck and other power-driven equipment. Specific experience working in a school setting and recent formal or informal lead and/or supervisory experience is highly desirable.

Completion of courses and/or training in automotive repair, diesel mechanic work, supervision and/or business is desirable.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 177
- 12 months