



## Job Description

<b>Title: Mechanic LEAD</b>	<b>FLSA Status: N/A</b>	<b>Months: 12</b>
<b>Supervisor: Transportation Supervisor</b>	<b>Supervises: No</b>	<b>Range: 35</b>
<b>Department: Transportation</b>	<b>Bargaining Unit CSEA:</b>	<b>Approved:12/14/2023</b>

### GENERAL SUMMARY

Under general supervision of the Transportation Supervisor, performs necessary and major and minor repair of the District's light and heavy rolling stock; perform maintenance and skilled repairs for zero emission, electric, gasoline and diesel powered vehicles, and other automotive equipment; maintain preventative maintenance, inspection, and repair records; perform other duties related to this job description and maintain the District Smog, Smoke program and the BAR "Bureau of Automotive Repair" program.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Over see the work flow and schedule of all repairs to inspections to minimize outsource repair.
- Diagnosis and repairs mechanical defects in buses, trucks, tractors, fork lifts, mowers, spray rigs, automobiles, vans and other electric, gas or diesel powered automotive and construction equipment.
- Tunes and rebuilds engines, adjusts, repairs or rebuilds brake, air brake and hydraulic, ignition and carburetor systems, steering mechanisms, air conditioning systems, and other major units to ensure the availability of vehicles in safe operating condition.
- Overhauls transmissions and differentials, drives and road tests vehicles.
- Diagnose and repair mechanical, electrical and computerized malfunctions.
- Responsible for carrying out a program of preventive maintenance and repair work on a variety of electric motors, automotive accessories and related equipment.
- Inspects assigned vehicles (e.g., brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition) to ensure that the vehicle is in a safe operating condition.
- Change engine parts and other power train components, as directed; relining brakes, replacing seals, repairing body parts and specialized equipment, replacing or repairing seats, and changing wheels as required; make regular tire inspections and replace according to established procedures.
- Performs routine vehicle maintenance program (e.g., oil change, tire rotation, brake check) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Assesses incidents, complaints, accidents and/ or potential emergency to resolve or recommend a resolution to the situation.
- Complete work orders, as assigned; submit parts and material request forms; prepare records related to assigned activities; prepare a variety of written or electronic logs and records, such as maintenance activities, repairs, materials, and assigned activities. Maintain repair and service records on District vehicles; maintain parts inventory; pick up parts, as needed; maintain contact with outside vendors and specialists; communicate with district personnel regarding repairs and service records.

- Estimate materials and supplies for vehicle repairs in the preparation of cost reports and prepare safety inspection reports as necessary.
- Maintains tools, equipment and shop area to ensure safety within the work area; dispose of all vehicle-related chemicals through environmental safety protocols.
- Read and prepare schematics and diagrams.
- Orders parts and supplies, maintains diagnostic equipment and shop tools, responsible for time and equipment service records.
- Maintains safe and clean assigned work areas.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; able to communicate so others will clearly understand normal conversation.

Knowledge and skill in the use of materials, tools and methods commonly used in the maintenance and repair of automotive and other mechanical equipment.

Ability to safely operate a variety of equipment, such as hand powered tools, lifts, jacks, stands, tire machines, testers, meters, and diagnostic equipment necessary to perform assigned duties.

Knowledge of procedures and equipment in the repair and adjustment of electric vehicles and gasoline and diesel engines.

Operation, theory, and principles of gasoline, diesel-powered, and electric engines.

Diagnostic procedures for vehicles and equipment.

Preventative maintenance practices and procedures.

Principles of air and hydraulic brakes.

Applicable State and Federal laws, codes, and regulations related to assigned activities.

Shop math applicable to vehicle maintenance.

Read and apply technical and mechanical diagrams, schematics, and repair manuals.

Operate specialized equipment used in repairing or servicing vehicles.

Maintain records related to safety, preventative maintenance and work performed.

Appropriate Health and Safety regulations, safety precautions, and procedures. Highway Patrol requirements for maintenance of school buses.

Interpret and apply applicable laws, codes, and regulations.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Ability to operate computerized and specialized equipment in the testing, diagnosis, and repair of District vehicles.

Operates computer software, and assigned office equipment related to essential job functions including computerized on-board systems and electronics, to compile and evaluate information used in the diagnosis of system malfunctions.

Prepares written materials (e.g., work orders) to document activities, provide written reference and meet mandated requirements.

Safe and defensive driving methods and techniques.

Proper lifting techniques.

Responds to road calls regarding disabled vehicles to perform emergency repair work in the field; assist Bus Driver in unloading and loading students when there is a mechanical breakdown; assist tow truck driver as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

Ability to estimate labor and material requirements and to be familiar with automotive design and engineering changes.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Prioritize work.

### **WORKING CONDITIONS**

Primarily indoor working environment subject to rigorous work including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all directions.

Moderate to heavy physical effort for extended periods of time.

Light to moderate stress level.

### **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate power tools, computer, and a variety of equipment.

Visual acuity to observe and perform repair, read fine print, see up close and distances, color a peripheral vision, depth perception and the ability to adjust focus.

Hearing and speaking to exchange information.

Sense of smell sufficient to recognize and distinguish chemical fumes and odors.

Stand, walk, sit, kneel, crawl, crouch, squat, balance, and bend at the waist for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Regularly pull, push, lift and carry heavy objects weighing up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move more than 100 pounds.

Subject to working at heights and in confined spaces.

Mobility to climb and descend ladders.

Physical stamina sufficient to perform heavy manual labor daily.

### **ENVIRONMENTAL CONDITIONS AND HAZARDS**

Vehicle and equipment repair shop environment.

Driving a vehicle to conduct work.

Traffic hazards.

Work environment primarily indoors, concrete floor.

Temperature-normal climate, protection from weather conditions but not necessarily from temperature changes.

Chemical exposure - occasional: gasoline, oil, solvents, etc.

Working with heavy equipment and machinery with moving parts.

Working in a cramped or restrictive space.

### **OCCUPATIONAL CERTIFICATES/LICENSES AND OTHER REQUIREMENTS**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

High school diploma or equivalent.

A valid California Class A or B License with air brakes and a passenger endorsement.

A valid DOT physical.

First Aid certification.

Ability to qualify and maintain qualification for District insurance coverage

Availability to work between the hours of 5:00 a.m. and 5:30 p.m.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.