

**JOB DESCRIPTION**

**TITLE:** **Lead Mechanic**

**QUALIFICATIONS:**

1. Any combination of education, training or experience in the automotive, truck or bus fields.
2. Six (6) years recent full time experience in the automotive, truck or bus fields, including 1 year experience as a lead mechanic or similar position is desirable.
3. Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.
4. A work history demonstrating reliability and good attendance.
5. Possession and maintenance of a valid class B commercial drivers license with a passenger endorsement.

Knowledge of:

1. Provisions of the California Motor Vehicle Code, California State Education Code, Title 13, District policies and requirements and other related regulations relative to the operation of vehicles and vehicles used in the transportation of students.
2. State of the art methods, knowledge and experience for gasoline and diesel engines, equipment, welding, body work, materials, tools and practices used in the automotive, truck or bus fields to maintain equipment.
3. Applicable laws, codes and regulations.
4. Coordinating, scheduling, a multi faceted transportation system.
5. Safety rules and regulations for this position.
6. Correct English usage, spelling, grammar, punctuation and math.

Ability to:

1. Establish and maintain effective working relationships with others.
2. Direct the work of department staff, coordinate and oversee the work of outside vendors and diagnose and determine appropriate parts and repairs for vehicles and equipment.
3. Plan, prioritize, schedule, assign, direct, coordinate and oversee work and multi projects.
4. Meet schedules and time lines.
5. Read and apply operation and technical manuals, parts catalog, schematics, interpret specifications, estimate labor, order parts and estimate material costs.
6. Develop and maintain detailed records.
7. Understand and follow a variety of complex oral and written instructions in an independent manner.
8. Prepare design sketches and layouts.
9. Inspect the work of department staff and contractors.
10. Perform journey level mechanical work.
11. Make emergency and permanent repairs on a variety of equipment.
12. Use a computer and applicable software.
13. Train department staff in vehicle maintenance.
14. Read, interpret, apply and explain rules, regulations, policies and procedures.
15. Encourage and foster teamwork among mechanical staff.

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
LEAD MECHANIC**

16. Be a productive and active team member.
17. Work successfully with diverse groups of people.
18. Present and maintain a pleasant appearance and demeanor.
19. Make accurate and timely decisions
20. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
21. Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.

**Reports To:** Director of Transportation

**Job Goal:** Work with and lead a crew of various journeyman-level, skilled and semi-skilled department staff; plan, assign, estimate, coordinate, and oversee the work of mechanical staff; plan and coordinate maintenance and capital outlay, contracted projects; communicate with administrators, site and department staff, public agencies, vendors and contractors.

**Essential Functions:**

1. Perform skilled mechanical work.
2. Schedule and conduct surveys of district vehicles to determine need for maintenance, repair, or replacement.
3. Estimate useful life of existing vehicles and prepare replacement schedules and costs.
4. Work with and lead journeyman-level, skilled and semi-skilled mechanical staff in maintenance, repair and new projects.
5. Operate power tools and equipment.
6. Assign, direct work and oversee assigned work and projects.
7. Organize and establish priorities for emergency, urgent and routine repair requests.
8. Plan, schedule, coordinate and oversee multiple projects.
9. Assist in the preparation of work quotes and work.
10. Follow department procedures to procure parts, equipment and services under the direction of the Director of Transportation.
11. Provide input for the preparation of the annual transportation budget.
12. Maintain a variety of electronic and hardcopy records to account for labor, materials, tools, equipment, schedules and project costs.
13. Train department staff in vehicle and equipment technologies and repair requirements.
14. Implement safety regulations and practices.
15. Conduct safety meeting as required.
16. Use a computer and applicable software.
17. Communicate with administrators, other district staff, parents and the community using diplomacy and discretion to solve problems, help other members of the staff to meet the needs of the district.
18. Communicate status of assigned projects and safety inspections to the Director.
19. Communicate staff attendance to the Director of Transportation and support staff.
20. Use safety equipment and devices as appropriate for position.
21. Follow stockroom and tool control procedures and practices
22. Perform other related duties as required.

*This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.*

Training and Experience:

1. Education equivalent to the completion of the twelfth (12th) grade.
2. A minimum two (2) years of experience in school bus maintenance is desired or combination of training experience that could likely provide the desired knowledge and abilities may be considered.
3. A minimum two (2) years of recent experience in operating a comprehensive maintenance program is desired.
4. A work history demonstrating dependability and reliability.

**PHYSICAL ABILITIES:**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk for sustained periods of time.
5. Able to sit for sustained periods of time.
6. Able to sustain strenuous manual labor for four (4) to six (6) hours.
7. Able to work in a wide range of temperatures and weather conditions.
8. Able to work at various elevations on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
9. Able to operate a variety of powered industrial vehicles, equipment, and tools associated with the position.
10. Able to climb slopes, stairs, steps, ramps, and ladders regularly with speed and safety.
11. Able to lift or carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
13. Able to demonstrate manual dexterity necessary to operate tools and equipment in a safe and effective manner.
14. Able to operate a motor vehicle in a safe and effective manner.
15. Able to work with and around the materials, chemicals, and equipment common to the vehicle mechanic industry.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*

**SPECIAL REQUIREMENTS**

1. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.
2. Possession and maintenance of a valid Class B California Commercial Driver's License with passenger endorsement; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
3. Must use safety equipment and devices designated for this position.

**TERMS OF EMPLOYMENT:** 12 -month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned site administrator or his/her designee will complete the evaluation.

Approved by: Board of Education Date: 08/11/05

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**