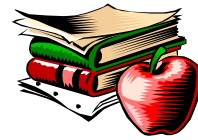




## JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT  
426 North Blackstone, Tulare, CA 93274



### Lead Mechanic

Created 4/27/16

#### DEFINITION

Under the supervision of the Transportation Supervisor, the Lead Mechanic helps plan, schedule, performs repair and preventative maintenance of the district's bus and vehicle fleet and related equipment.

#### EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Supervises the bus, vehicle and motorized equipment maintenance and provides direction to bus mechanics, mechanic helper, and white fleet mechanic. E
2. Prepares daily work schedules for personnel under supervision. E
3. Plans and implements a program of scheduled preventative maintenance for the district bus fleet, vehicle fleet and motorized equipment. E
4. Performs mechanical repairs on buses to include major overhauls if directed, as necessary. E
5. Responds to emergency service calls for stranded buses or other district motorized equipment. E
6. Make recommendations to the supervisor for ordering and stocking all necessary repair parts necessary supplies. E
7. Maintains the bus and vehicle shops and related areas (storage areas and offices) shop area in a clean, orderly and safe condition. E
8. Assists in the routine service and repair of district motor vehicles and equipment as needed. E
9. Maintains, repairs, and inspects tires and rims of the District bus fleet and other motorized vehicles and equipment. E
10. Performs complete bus and vehicle safety inspections as required and performs necessary maintenance and repairs. E
11. Estimates time, material, and equipment needed for assigned jobs. E
12. Operate school vehicles. E
13. Replaces and adjust brakes, belts, and hoses. E
14. Writes requisitions, order parts, and ensure parts are received in a timely manner. E
15. Coordinates diesel engine smoke testing and gasoline engine smog testing as required by law, Department of Transportation (DOT)/California Highway Patrol (CHP) mechanical inspections and ongoing bus certifications. E
16. Keeps District bus fleet and other motorized vehicles and equipment in good operating condition by inspecting and testing vehicles and completing necessary preventative maintenance, including but not limited to, engine tune ups, oil changes, tire rotation and changes, wheel balancing and replacing filters. E
17. Updates job knowledge by reading technical publications and participating in educational opportunities as directed. E
18. Maintains school bus surveillance systems. E
19. Accurately maintain electronic service records for all maintenance and repair work. E
20. Accurately maintain electronic maintenance logs. E
21. Coordinates diesel particulate filter (DPF) maintenance. E
22. Serves as a single point of contact for all maintenance requests and service schedules. E
23. Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Education

High School Diploma or equivalent diploma or certificate from an accredited licensed mechanic vocational program or equivalent.

##### Experience

Ten years' experience in the repair and preventative maintenance of heavy equipment

Ten years in the repair and preventative maintenance of school buses and other motor vehicles preferred.

### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Possess and maintain a valid California School Bus driver's license or willing to acquire within one year of hire date. (Class A or B)

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of**

1. Repair shop practices including welding, safety regulations and practices.
2. Operating and repair characteristics for district buses, vehicles, and equipment.
3. Principles and procedures of preventative maintenance related to school bus vehicles and equipment.
4. Shop mathematics applicable to the mechanical trade.
5. Basic record keeping.
6. Practices, methods, equipment, tools, and materials used in the repair and adjustment of school buses and other motorized vehicles and equipment including gasoline and diesel-powered equipment and systems.
7. Ordering parts from various parts manuals.
8. Pertinent Federal, State, and local laws, codes, and regulations.
9. Occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work.
10. Safe driving principles and practices.

### **Ability to**

1. Use materials and equipment necessary in the repair and maintenance of buses and other motorized vehicles.
2. Follow and give verbal and written instructions and directions.
3. Work cooperatively with others.
4. Perform heavy manual labor.
5. Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.
6. Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions.
7. Prepare and maintain accurate and complete records.
8. Work independently with minimal supervision.
9. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
10. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
11. Perform responsible and minor mechanical repair work involving the use of independent judgment and personal initiative.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

1. Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
2. Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.
3. Work around and with machinery and motorized equipment.
4. Work in a shop.
5. Changing priorities and interruptions.

### **Physical Demands**

1. Sitting, standing, and walking for extended periods of time.
2. Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds unassisted.
3. Manipulate hands and fingers to operate a variety of specialized tools and equipment.
4. Reach overhead, the shoulder and horizontally to reach and place materials and equipment in certain areas.
5. Occasional bending, kneeling, crouching, turning and twisting.
6. Occasional carrying, pushing, or pulling boxes and engines.
7. Crawling under vehicles.
8. Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
9. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
10. Perform physically demanding work.
11. May require driving a vehicle to conduct work.

### **Hazards**

1. Working with tools, and powered machinery.
2. Working with chemicals and hazardous materials.
3. Working with combustible materials and substances.

### **SALARY**

Range 18

8 Hours/Day  
12 Months – 260 days