

## SAN BENITO HIGH SCHOOL DISTRICT

### **Title: Lead Mechanic (non-supervisor )**

**Definition/Basic Function:** Under general direction of the Maintenance, Operations, and Transportation Manager, helps to plan, assign, coordinate and oversee, and participate in the work performed by mechanic(s) and mechanic helper in the shop. This position requires independent work and the ability to work effectively with the entire transportation staff as well as the public.

**Directly Responsible to:** Maintenance Operations and Transportation (MOT) Manager

### **Examples of Duties/ Essential Functions:**

1. Assists with planning and coordinating the maintenance and repair program for the District's and contracted agencies' buses, trucks, automobiles, lawn mowers, and other automotive and powered equipment;
2. At the direction of the MOT Manager, assigns work orders to mechanics, and mechanic helper; Schedules work assignments for the purpose of ensuring completion of vehicle repairs in a timely and efficient manner;
3. Diagnoses vehicle system malfunctions (e.g. pneumatic, engine, A/C, electrical, PA system, etc.) for the purpose of determining needed vehicle repairs and/or replacements;
4. Repairs vehicle systems and minor body work (e.g. diesel/gasoline engines, electric busses, transmissions, differentials, clutches, front ends, fenders, upholstery, etc.) for the purpose of ensuring the availability of each vehicles in safe operating condition;
5. Inspects a variety of vehicles and their systems (e.g. buses, white fleet, lawn mowers, forklifts – brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicles are in a safe operating condition;
6. Road tests vehicles as needed
7. Orders parts and accessories
8. Maintains service related files and records (e.g. mileage logs, servicing schedules and worksheet, DMV requirements, etc.) for the purpose of prioritizing routine maintenance, minimizing vehicle damage, and/or avoiding service disruptions;
9. Monitors outside vendors (e.g. vehicle dealers, specialized repair shops, etc.) for the purpose of ensuring that the repairs are satisfactory completed and within time/cost estimates.
10. Maintains records of repairs, costs, vehicle warranties, etc. (e.g. maintenance records, inspection reports, work orders, etc.) for the purpose of documentation required information and meeting regulatory requirements;
11. Prepares specifications for purchase of new vehicles and recommends selection of vendor;
12. Prepares reports and keeps records on all automotive equipment;
13. Maintains tools and equipment (e.g. hand tools, compressors, battery operated tools, diagnostic equipment, etc.) for the purpose of ensuring the availability of tools and equipment, and safety within the workspace/shop area;

14. Drives a school bus (if licensed to do so) or transport vehicles over designated routes in accordance with time schedules, picking up and discharging school children as needed on a temporary basis to support department operations.
15. Performs other related duties as assigned

**Minimum Qualifications:**

- High School Diploma or Equivalent
- One year of experience as a journey-level mechanics, or any combination of training and/or experience that would likely provide the desired knowledge, skills and ability level
- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles; a class B driver's license
- One year of general driving experience
- Appropriate First Aid training

**Desirable Qualifications:**

- ASE Certification- Diesel Mechanics or equivalent
- Experience in maintaining accurate and complete records of inspections, repairs and costs
- Experience in preparing and submitting reports
- Bilingual ability, in English and Spanish, is highly desirable
- Knowledge of practices and ability to identify and implement solutions for operating a school transportation system
- Understanding of methods, equipment and supplies used in skilled equipment maintenance and repair work
- A California Highway Patrol permit to operate a school bus

**Performance Expectations:** The employee is expected to be familiar with and to meet the performance expectations reflected in his or her Performance Report.

**Physical Demands of Position:**

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Very Frequent

1. Ability to stand, sit, walk, twist, stoop, crouch, bend over at the waist, grasp, reach overhead, reach above the shoulders and horizontally, sit or stand for extended periods of time, push, pull, lift (4 )
2. Ability to carry 0 to 40 pounds (3 )
3. Ability to carry 40 to 90 pounds using proper lifting techniques (1 )
4. In an emergency, may have to drag up to 75 pounds (1)
5. Ability to read (4 )
6. Ability to hear and understand speech at normal levels (4 )
7. Ability to communicate so others will be able to clearly understand ( 4 )
8. Ability to walk long distances (1 )
9. Ability of hands to grasp and manipulate small objects (4 )
10. Ability to reach in all directions (4)

- 11. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust and focus ( 4 )
- 12. Dexterity of hands and fingers to operate a computer keyboard and other office equipment (2 )
- 13. Hearing and speaking to exchange information in person and on the telephone or radio (3 )
- 14. Ability to perform multiple tasks concurrently in an office environment with numerous interruptions (1)
- 15. Repetitive hand motions (2 )
- 16. Prolonged use of office equipment (1)

**Work Environment:**

- Inside and outside environment
- School environment
- Work under pressure of deadlines and time constraints
- Maintain emotional control under stress
- Ability to cover other workstations
- Ability to deal with interruptions
- Ability to deal with both adults and adolescents
- Drive in all types of weather and road conditions.

**Work Hazards**

- Subject to exposure to communicable or infectious diseases
- Tasks may be performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents.
- Subject to adverse weather and traffic conditions during student crossings.

**Salary Range:** Range 23 on the Classified Salary Schedule

**Daily Service:** 12 months per year – 40 hours per week

SBHSD Board Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date