



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Lead Vehicle Mechanic</b>
<b>REPORTS TO:</b>	Director Maintenance and Operations
<b>CLASSIFICATION:</b>	Classified / M&O
<b>SALARY SCHEDULE:</b>	19.00
<b>WORK - YEAR / HOURS:</b>	12 months / 7.5 hours
<b>LOCATION:</b>	Site District
<b>BOARD APPROVAL:</b>	11/5/1997

### DEFINITION

Under direction, to provide lead supervision to mechanics; to provide initial problem assessment and order parts for repair of vehicles and equipment; to perform skilled repair, maintenance and overhaul of gasoline and diesel buses and other district vehicles and equipment; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is the lead supervisory level in the mechanic series, and is distinguished from other mechanic classes by responsibility for lead direction of the work of the unit.

### EXAMPLES OF DUTIES

- Organizes, assigns, monitors and reviews work of mechanics;
- Schedules work and recommends approval of leave requests;
- Screens and diagnoses incoming work, and assigns repairs to individual mechanics;
- Meets with the maintenance supervisor to discuss work to be contracted out and the most cost effective approach;
- Oversees contractors performing repairs and body work;
- Identifies needed parts for repairs and preventive maintenance, determines items to be kept in inventory, orders parts and supplies, and coordinates with vendors; prepares purchase orders for special items; monitors expenditures and use of standing purchase orders;
- Maintains inventory of parts and catalog of inventory;

- Instructs mechanics in specific repairs, techniques and equipment items; arranges for training at outside classes;
- Tunes, repairs and prepares gasoline and diesel engines for overhaul, replaces cams;
- Adjusts, repairs, replaces and/or rebuilds carburetors, fuel injection systems, and other fuel system components;
- Installs, troubleshoots, adjusts, replaces, repairs, and rewires electrical systems and components, such as ignition, relays, regulators, and electrical controls, including computer controlled components;
- Changes transmission mounts, detents, and controls; replaces and adjusts clutches; removes and replaces transmissions;
- Adjusts, disassembles, and repairs or rebuilds drum and disk braking systems, valves, master cylinders, and pneumatic or other hydraulic controls;
- Repairs and replaces suspension and steering components;
- Repairs and rebuilds hydraulic and pneumatic apparatus such as backhoes, loaders, booms, and lifts, and prepares cylinders for precision grinding;
- Uses welding and cutting equipment for repairs, modification, and fabrication.

## QUALIFICATIONS

### Knowledge of:

Schedules for preventive maintenance.

Principles, practices, methods, tools and materials used in the maintenance and repair of buses, and light trucks and equipment, including hydraulics.

Operating principles of internal combustion engines and vehicle and equipment systems and components.

Use, adjustment, and care of hand and power tools common to the trade.

Principles and practices of gasoline and diesel engine maintenance, repair, and overhaul.

### Skill in:

Organizing, assigning, reviewing and monitoring the work of others.

Providing training and instruction in troubleshooting, repair, and overhaul.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Troubleshooting, diagnosing, testing, repairing and performing preventive maintenance to gasoline and diesel powered buses, vans, light trucks and equipment.

Testing, troubleshooting, making repairs to, and performing preventive maintenance on transmissions and fuel, ignition, electrical, electronic, steering, suspension, hydraulic, pneumatic, braking, coolant, air conditioning, power take off drives, large transmissions, and other automotive and equipment systems.

Operating diagnostic, testing, and troubleshooting equipment.

Operating welding equipment and a variety of power tools.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school, attainment of journey level mechanic status, and three years of journey level experience in the repair and maintenance of automotive equipment.

#### **PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Physical ability to lift and carry parts weighing up to 100 pounds; maneuvering heavier parts and equipment.
- Work in exposure to inclement weather, and fluids and fumes associated with mechanical work.
- Work in tight or confined conditions, prone, awkward positions, and bend, stoop, kneel and crawl.
- Manual dexterity and arm strength to operate tools and equipment.
- Vision sufficient to drive buses with passengers, perform repairs, and read manuals and schematics.
- Color vision to distinguish color coded parts and/or wiring.

#### **OTHER REQUIREMENTS**

Must possess a valid California bus driver's license and have a satisfactory driving record.