

Job Description

Job Title: **Lead Mechanic**
 Job Family: **Transportation**
 Pay Program: **Classified**
 Prepared/Revised Date: **April 18, 2006**

Job Code: **5050**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 31**
 Typical Work Year: **12 months**

SUMMARY: Oversee daily operations of the Fleet Maintenance Department, including prioritizing, scheduling and assigning repairs, maintenance and inspections for the District fleet; overseeing and assisting with repairs; training and assisting Fleet Technicians; monitoring fuel inventory; responding to after-hour emergencies; maintaining records and other requirements; monitoring Technician requirements; completing vehicle and equipment specifications; and attending trainings and classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Prioritize, schedule and assign repairs, emergency repairs and preventative maintenance for the entire district fleet. Schedule State and Federal mandatory inspections. Oversee and assist with repairs.	D	40%
2. Assist mechanics including ongoing training for troubleshooting and repairing vehicles. Ability to diagnose and repair all types of vehicles and equipment to include but not limited to diesel /gasoline engines, drive-train systems, suspension and steering, heating and cooling systems, airbrakes, wheelchair lifts, etc.	D	15%
3. Maintain fuel inventory to ensure adequate supply for daily activity.	D	5%
4. Respond to after-hour emergency repairs.	D	5%
5. Monitor and maintain all records, certificates, licenses, forms, registrations and emission requirements as required by the Colorado Department of Education, Transportation Unit and Federal Motor Carrier Safety Regulations.	M	20%
6. Monitor and update all Technician licenses, certifications and registrations.	M	5%
7. Research and write vehicle and equipment specifications for transportation, Materials Management and Maintenance Departments. Attend training and classes as needed.	M	5%
8. Assist with Technician and Bus Driver annual evaluations.	M	4%
9. Perform other job-related duties as assigned.	Ongoing	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of five years of experience in vehicle maintenance repairs including medium/heavy duty diesel engines.
- Supervisory experience preferred.
- Must successfully complete the following District courses within one year after entering position: Classified Evaluation System, Facilitating Improved Performance, Progressive Discipline, Conflict Management, and Interviewing & Hiring.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Current Commercial driver's license (CDL) with P2 endorsement within one month after hire.
- Current CDE Inspector Qualification Certificate (including airbrakes).
- Current CDE Third Party Tester Qualification Certificate.
- Current Colorado Diesel Opacity license.
- Current CDE Brake Inspector certificate.
- Current ASE School Bus Master Certificate or ASE Truck Master Certificate.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic math and computer skills.
- Written communication skills.

- Supervisory skills.
- Critical thinking and problem solving skills.
- Advanced mechanical repair skills.
- Knowledge of repairing heavy-duty gasoline and diesel vehicles.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical automotive shop equipment and tools.
- Operating knowledge of fleet maintenance software preferred at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Fleet Manager	050503

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Master Mechanic	6	1455
	Fleet Mechanic	1	1459

- Responsible for planning, assigning and directing work; assisting with interviewing, hiring and training employees; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Monitor expenses to ensure they are within budgeted amounts.
- Track and disburse petty cash.
- Approve expenditures.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	