

# Adams 12 Five Star School District Job Description

Job Title: **Lead Mechanic**  
 Job Family: **Transportation**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **October 2014**

Job Code: **05050**  
 FLSA Status: **non-exempt**  
 Level: **G29**  
 Work Year: **12 months**

**SUMMARY:** This will be a working position on the floor as a technician but also will work in collaboration with the Fleet Manager to 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; maintaining records and other requirements; monitoring technician requirements; preventative maintenance, repairs, governmental compliance, vehicle/equipment replacement program, safety standards, minimizing down time and using cost efficient means.

**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. Support the fleet manager with district vehicle maintenance program to include planning/assigned work, inspecting completed work, maintaining compliance to safety and governmental standards. Assist fleet manager with the preventative maintenance program to ensure consistence. Diagnose and repair all types of vehicles and equipment to include, but not limited to, diesel /gasoline engines, drive-train systems, suspension & steering, heating & cooling systems, airbrakes, wheelchair lifts, perform preventative maintenance inspections and state inspections.	D	20%
2. Assist fleet manager to monitor and update all technician licenses, certifications and registrations to include ASE Master Certificates, CDE Inspector Certificate and Air Brake Certificate.	M	5%
3. Work in collaboration with the fleet manager to analyze performance of the preventative maintenance program and repairs to minimize vehicle failures and protect district vehicle assets, and adjust the program as necessary.	D	5%
4. Assist fleet manager to maintain the fleet maintenance database for analysis and monitoring of all maintenance, parts inventory, and associated costs.	M	5%
5. Work in collaboration with the fleet manager & director with supervision and evaluation of fleet employees on performance and productivity, teamwork, safety standards, and attendance.	D	20%
6. Assist fleet manager with regular shop safety meetings. Promote communication and collaborative processes that stimulates fleet employees to contribute ideas, appropriately participate in decision making, problem solving, and consistently striving for improvement in quality and quantity of department programs and customer services.	D	5%
7. Assist fleet manager & director with evaluating vacation and time-off procedures to ensure coverage for shift work to meet operational requirements.	M	5%
8. Work in collaboration with the fleet manager to support continuous growth through the implementation of relative staff development and training programs. Develop and provide training opportunities for all fleet personnel to increase efficiency and productivity and keep current with new technology and methods.		5%
9. Assist fleet manager to evaluate and maintain warranty compliance to ensure maximum reimbursement and avoid unnecessary budget cost. Negotiate with and monitor vendors for outsourced services.	A	5%
10. Work in collaboration with the director and fleet manager to develop usage based vehicle specifications and coordinate with management for purchase of vehicles, shop equipment and supplies.	Q	5%
11. Review current developments, literature, and technical source information related to job responsibilities in the endeavor to seek new information to improve and enhance current vehicle maintenance programs.	M	5%

12. Work in collaboration with the fleet manager to maintain all reports and documentation required or requested by the department, district or state.	A	5%
13. Facilitation of proper records for federal, state, city and county governmental compliance. Follow federal and state laws as well as Board and Superintendent Policies with assistance of director & fleet Manager.	M	5%
14. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

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

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

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

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent oral and written communication skills. Ability to draft and produce letters, reports, and operational manuals/handbooks.
- Ability to create an environment for excellence that models honesty and integrity; fosters self-motivation and enables and entrusts others to perform at their best.
- Knowledge of State and Federal laws and regulations as they apply to student transportation and maintenance vehicles.
- Basic math and computer 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 people 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 Microsoft Office Suite, databases, and related software.
- 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:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Fleet Manager & Director of Transportation	5010 & 050503

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct manager responsibilities.		

- Position will assist with day to day supervision of fleet mechanics

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**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		

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	