

LEAD TRANSPORTATION MECHANIC

Purpose Statement

The job of Lead Transportation Mechanic was established for the purpose/s of providing mechanic services with specific responsibility for identifying repair and/or replacement needs; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; supervising the shop in the absence of the shop foreman; providing information on the proper uses of equipment; assisting other mechanics; and ensuring that tools and materials are available at job site.

This job reports to Shop Foreman

Essential Functions

- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Diagnoses vehicle malfunctions (e.g. using computers, analyzers, etc.) for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Installs vehicle components, parts, and accessories (e.g. glass, cameras, brakes, starters, engines, etc.) for the purpose of ensuring vehicles can operate in a safe manner.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools, equipment and safety within the workspace.
- Oversees mechanics and other assigned personnel in the absence of the shop foreman for the purpose of ensuring that assignments are completed in compliance within established guidelines.
- Performs minor bodywork (e.g. front ends, fenders, upholstery, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs road check during inclement weather for the purpose of ensuring it is safe to operate buses on the roadways.
- Performs routine vehicle maintenance program (e.g. oil change, brake check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Repairs vehicle systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, exhaust systems, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Responds to road calls regarding disabled vehicles (e.g. on call seven days a week)) for the purpose of performing emergency repair work in the field.

- Welds parts and components for the purpose of ensuring items are repaired or new parts are made.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: setting priorities; adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current and emerging industry issues; methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Requirement

Alcohol and Drug Test
This is a non-certified position.

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

Continuing Educ. / Training

None Specified

FLSA Status

Non Exempt

Approval Date

Salary Grade