

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	LEAD MECHANIC	2.11.10
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by providing lead work direction and participating in the work of personnel engaged in the skilled repair, maintenance and servicing of a wide variety of vehicles and other equipment.

CLASS CHARACTERISTICS

This is the lead worker level class in the Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including coordinating the work of others. Employees at this level are required to be fully trained in all procedures related to assigned level of responsibility of shop mechanics.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over assigned maintenance personnel.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Coordinating the work of other technical personnel; responding to technical questions regarding repairs.

Performing journey-level preventative maintenance, diagnosing, and repairing buses and district vehicles, to include but not limited to, checking transmission, motor, electrical system, mechanical system, tires, suspension system, and brakes.

Performing tune-ups of engines, repair or replace electrical systems and components.

Performing gas and electric welding.

Installing windows and windshields and performing other light body repair work.

Maintaining records necessary for the ordering of parts and supplies and repair orders for service records.

Assisting in parts processing and inventory control.

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Ordering tires and maintaining body work.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of work coordination

School district work policies and guidelines, departmental practices and procedures, and Quality Assurance Model.

ODE minimum standards and Federal Motor Carrier requirements

Diagnostic equipment such as scopes, scanners and laptops

Basic methods, tools, and equipment, including welding, used in the maintenance and repair of vehicles and other equipment

Safe driving and work practices

Ability to:

Effectively communicate and use interpersonal skills in interactions with co-workers, administration, and the general public.

Exchange or convey information and receive work direction.

Plan, estimate, coordinate and schedule the work of others

Analyze operations and recommend changes as necessary

Perform major maintenance and repair work on vehicles and other equipment

Locate, diagnose, and repair defects in vehicles and other equipment

Perform gas and electric welding work

Read and apply technical and mechanical diagrams, schematics and repair manuals

Pass required physical examinations necessary for bus driver certification

Operate a personal computer and related peripheral equipment and software

Establish and maintain effective working relationships with those contacted in the course of work

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Stay current on new vehicle and repair technologies, products and procedures

Communicate clearly and concisely, both orally and in writing

Maintain a flexible work schedule that may necessitate overtime during periods of high demand. May be required to remain on-call for emergency situations

Provide own hand tools.

Maintain safe driving record.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Five years of journey-level major vehicle and equipment repair experience. One year of lead worker experience desirable.

Training:

Equivalent to the completion of the twelfth grade, supplemented by vocational training of coursework in gasoline and diesel-powered engine repair and maintenance.

Special Requirements

Possession of, or the ability to obtain, a valid Class B Oregon's Commercial driver's license with applicable ODE endorsements for school bus drivers.

Ability to obtain and maintain ODE certification for bus inspector

Ability to obtain and maintain a Master School Bus Automotive Service Excellence (ASE) rating.

Work Environment:

Enclosed mechanic shop environment; occasional field environment with some travel from site to site; exposure to dust, grease, fumes, solvents and mechanical hazards. Exposure to noise levels ranging from moderate to very loud. When repairing vehicles in the field, may be exposed to inclement weather conditions, hazardous traffic conditions and rough terrain.

Moderate level of contact with district personnel and minimal level of contact with outside agencies/community.

Physical Requirements:

Mobility to work in a typical shop setting. Frequent walking, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, reaching overhead, feeling, hearing, climbing and balancing. Standing for prolonged periods. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Vision to read printed

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materials and computer screen or other monitoring devices. Hearing and speech to communicate in person and on the telephone.

Strength: Heavy – Exert force to 100 pounds occasionally and/or 50 pounds of force frequently. May involve significant stand/walk/carry/push/pull

NOTE: Safety sensitive job class. Employees in this job classification will be subject to random selection for mandatory alcohol/controlled substance testing.

Salem-Keizer School District is an equal opportunity employer.

Position: Lead Mechanic

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____