

## LEAD VEHICLE AND EQUIPMENT MECHANIC

### JOB SUMMARY

Under the direction of the Director of Transportation, the Lead Vehicle and Equipment Mechanic ensures vehicles and equipment are in safe operating condition; determines needed repairs and/or replacements on district vehicles; performs required repairs and preventive maintenance; trains and coordinates assignments of assigned employees and provides written documentation of repairs to meet district, state and federal requirements.

### ESSENTIAL FUNCTIONS

Performs and coordinates journey-level work of major and minor repairs and adjustments including overhaul of equipment on a variety of gasoline, propane and diesel-powered school buses, trucks, automobiles, forklifts, grounds equipment, tractors and other motorized equipment. In the future, the Lead Vehicle and Equipment Mechanic duties may also include the repair and maintenance of alternative energy vehicles, for which training would be provided.

- Diagnoses potential vehicle and equipment malfunctions and determines needed vehicle repairs, adjustments and/or replacements.
- Coordinates and oversees mechanics and service workers to ensure work unit performs efficient, competent and effective repairs, adheres to schedules and time lines, and ensures compliance with procedures and safety standards.
- Coordinates and oversees the preventive maintenance program to maintain vehicles, equipment, small motors and accessories in a safe operating condition.
- Inspects school buses, trucks, automobiles, mowers and other powered equipment and identifies defects. Maintains tools, equipment and/or shop area.
- Prepares documentation (e.g., records of repairs, work orders, CHP inspections, costs, vehicle warranties, etc.) of required information and to meet District, federal and state requirements.
- Maintains a variety of records to comply with District, local, federal and state regulations (e.g., hazardous material disposal, safety) and performs weekly inspections, prepares reports, and assists the director with preparing for audits.
- Enter data into a computerized transportation system (e.g., code invoices for billing and payment processing).
- Procures equipment, supplies and materials within budgetary limits.
- Coordinates and oversees garage and shop activities (e.g., work assignments) to ensure completion of vehicle maintenance and repair efficiently and in a timely manner in accordance with established standards and practices.
- Trains mechanic and service workers as may be required on the correct operation of equipment and to ensure repairs are performed safely and within specifications.
- Responds to road calls regarding disabled vehicles and performs emergency repair work in the field or determines if vehicle needs to be towed.
- Performs duties of other garage staff as may be required.
- Assists in the performance of other job-related duties as assigned.

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### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### **KNOWLEDGE OF:**

- Vehicle and equipment maintenance and repair procedures.
- Methods, practices, techniques, equipment, tools and materials used in vehicle and equipment maintenance and repair.
- Operation of hand and power tools and equipment used in vehicle and equipment maintenance and repair.
- Basic record-keeping techniques.
- Proper lifting techniques.
- Health and safety regulations.

#### **ABILITY TO:**

- Diagnose, maintain and repair District vehicles and equipment.
- Train and provide work direction to others.
- Prioritize, coordinate, and delegate work.
- Complete tasks correctly, safely, and efficiently.
- Keep accurate and timely records, documentation and reports as required.
- Enter data into a computerized tracking system.
- Adhere to health and safety regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Lead by example.
- Recognize and report problems and safety concerns.
- Communicate orally and in writing.
- Perform basic math calculations.

#### **EDUCATION AND EXPERIENCE**

Job-related experience as a mechanic with increasing levels of responsibility is required. Job-related education is typically consistent with graduation from high-school or equivalent.

#### **DISTINGUISHING CHARACTERISTICS**

This job is distinguished from similar jobs by the following characteristics: The Lead Vehicle and Equipment Mechanic is responsible for the day-to-day organization and coordination of garage activities and preventative maintenance programs in the repair and maintenance of diesel and gasoline and vehicles and equipment. The position assigns work to other mechanics, ensures that the parts and supply inventories are maintained and assists the Director of Transportation in preparing the budget for the garage. This class differs from the Vehicle/Equipment Mechanic which is a journey level class responsible for determining and making needed repairs, adjustments and/or replacements for a variety of diesel and gasoline vehicles and equipment. Note: In the future, Lead and Mechanic job classifications may also include the repair and maintenance of alternative energy vehicles.

**LEAD VEHICLE AND EQUIPMENT MECHANIC**

**REQUIRED TESTING**

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

**CERTIFICATES**

Valid California Commercial Class A or B driver license with "P" endorsement. Must be able to operate vehicles with air brakes.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (45 minutes up to 3 hours)

Occasionally/Frequently = 34-66% (45 minutes up to 6 hours)

Frequently = 50-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Occasionally	walking, climbing/balancing, lift or carry up to 50 lbs. at waist height and up to 50 ft., with or without assistance
Occasionally/Frequently	sitting, standing, stooping/bending, squatting/crouching, kneeling, twisting back, neck flexation/rotation, lifting up to 10 lbs. at waist height
Frequently	pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping, reach above, at, or below shoulder, hand and foot controls

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability is required to communicate with others and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

Test drive vehicles, work near hazardous equipment and machinery, walk on uneven ground, work at heights, exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature or humidity, high pressure stem in an enclosed area, aerosols and chemicals.