

## **Madera Unified School District Classified Job Description**

### **Mechanic - Lead**

#### **Purpose Statement**

The job of Mechanic - Lead was established for the purpose/s of providing support to the educational process with specific responsibility for leading mechanic services; inspections and preventive maintenance; identifying repair and/or replacement needs; performing journeyman level repairs; ensuring completion of projects in accordance with trade standards; 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 Supervisor/ Director of Transportation.

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#### **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 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.
- Maintains own tools, shop tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting regulatory requirements.
- Orders parts and supplies for the purpose of ensuring item's availability.
- Performs minor body work (e.g. front ends, fenders, frames, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, brake check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Performs supervisory duties in the absence of the Shop Supervisor for the purpose of ensuring the efficient and effective functioning of the work unit.

- Prepares written materials (e.g. work orders, 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, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Researches parts, tools, and supplies for the purpose of securing the needed equipment and replacement parts to repair malfunctions.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.
- Schedules work assignments for the purpose of directing services in an efficient and timely manner.

### **Other Functions**

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

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: 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; guiding and training others.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule 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 standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify 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; and working with interruptions; decision making; and teamwork.

## **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; 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; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in varying atmospheric conditions.

## **Minimum Qualifications**

**Experience** Two years of experience as a Mechanic Technician Specialist; including journeyman experience in diesel and gasoline powered vehicles, CNG, and diagnostic repairs.

**Education** High School diploma or equivalent.

Proof of completion of heavy duty truck or automotive program.

Must obtain ASE certification within one year of hire date.

### **Required Testing**

Pre-employment Proficiency Test  
Pre-employment Drug Screening  
Pre-employment Physical Exam

### **Certificates**

Valid Class B CDL  
Current Medical Certificate  
Passenger Endorsement  
ASE Certification

### **Continuing Educ./Training**

None Specified

### **Clearances**

Criminal Justice  
Fingerprint/Background Clearance  
TB Clearance  
Physical Demands(F)

### **FLSA Status**

Non Exempt

### **Approval Date**

11/14/11

### **Salary Range**