

## **FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT**

### **JOB DESCRIPTION**

#### **CLASSIFIED PERSONNEL**

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**JD 4200.1**

#### **LEAD MECHANIC**

##### **Definition**

Under general direction, supervises and performs skilled mechanical maintenance work in maintaining and repairing buses, passenger vehicles, trucks and other motorized equipment; supervises mechanical staff; manages the vehicles parts inventory. Prepares and maintains related maintenance records and reports. Assumes responsibilities in the absence of the Director. Perform other related job duties as assigned.

##### **Responsible to**

Director of Transportation

##### **Examples of Duties**

1. Performs and maintains vehicle related software updates and computer hardware installation on district owned vehicles.
2. Coordinates scheduling of bus maintenance and repair.
3. Plans, schedules, and supervises periodic and unscheduled vehicle maintenance.
4. Manages the contract maintenance of vehicles and components.
5. Maintains accurate, current records of operation of buses and costs thereof.
6. Works in conjunction with the California Highway Patrol Motor Vehicle Inspector in complying with new orders and directives.
7. Effect repairs and certify their completion to California Highway Patrol on school buses being annually certified.
8. Provide leadership and expedite by technical application the trouble shooting of vehicles.
9. Assist in budget process by identifying capital and replacement expenditures.
10. Identify vendors for procurement of repair parts and effect parts purchases.
11. Maintain parts inventory and accountability.
12. Establish procedures relating to safety and insure compliance with those procedures and those set by California Occupational Safety and Health Administration.
13. Inspects buses, trucks, automobiles, tractors and other internal combustion engine driven vehicles.
14. Follows district safety procedures in shop area.
15. Performs other job related duties as assigned.

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#### **Qualifications Guide**

##### **Knowledge of:**

1. Tools, equipment and procedures used in the overhaul, repair and adjustment of heavy-duty diesel equipment and of fuel, ignition electrical and cooling systems; of operations, inspection, maintenance and repair of internal combustion engines and transmissions, differentials, compressors, and other component parts of automotive equipment.
2. Methods, materials and equipment used in diesel and gasoline internal combustion engines.
3. California Vehicle Code and laws pertaining to school buses.
4. Safe driving practices.
5. Safe work practices.

##### **Ability to:**

1. Skillfully perform required mechanical repair to a variety of automotive and mechanical equipment.
2. Diagnose automotive and related mechanical equipment problems.
3. Estimate time and cost for materials.
4. Read and prepare schematics and diagrams.
5. Safely and efficiently operate a school bus.
6. Maintain cooperative relationships with those contacted in the course of work.
7. Obtain job related certifications as needed.

##### **Training and Experience**

A combination of training and experience which provides the required level of knowledge and skill. A typical qualifying background would include five years journey-level experience as an automotive mechanic, a minimum of two years of which must have been as a California school bus mechanic or maintenance inspector and must have included some responsibility for shop supervision; or any combination of training and experience that could likely provide the desired knowledge and abilities.

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#### **Working Conditions**

##### **Environment:**

1. Indoor/Outdoor Environment
2. Constant interruptions
3. Primarily indoors, concrete floor
4. Chemical exposure

##### **Physical Demands:**

1. Bending, crouching, kneeling, pushing and pulling of equipment and tools.  
Reaching in all directions.
2. Moderate to heavy physical effort for extended periods of time.

##### **Licenses**

Possession of a valid California Driver's License, Class B; and a valid California School Bus Driver's Certificate, and the ability to qualify for district vehicle insurance coverage.

Job Description Revised: January 10, 2022