

Job Description

San Ramon Valley Unified School District

Lead Mechanic

Purpose Statement

The job of Lead Mechanic is done for the purpose of providing support to the educational process with specific responsibilities for performing a variety of duties related to vehicle and equipment maintenance; overseeing District vehicles and school bus maintenance program to assure safe and acceptable operating condition without interruption to the educational program; planning, organizing and leading the work of mechanics and other staff; and providing information on the proper uses of equipment.

This job reports to Assigned Supervisor

Essential Functions

- Plans, organizes, coordinates and leads the day-to-day operation of District vehicle repairs requiring independent judgement and analysis for the purpose of maintaining a smooth and high standard efficiency operation.
- Schedules and prioritizes work assignments upon receiving work orders for the purpose of ensuring accurate, cost-effective and timely completion of work assignment.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Completes repair records, work orders, purchase orders and all other required paperwork manually and electronically using District technology and software for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Diagnoses vehicle malfunctions and makes a variety of repairs for the purpose of determining needed vehicle repairs and/or replacements and making recommendations.
- Estimates labor, material and equipment needed for maintenance and repair of vehicles and equipment for the purpose of ensuring availability of materials and timely completion of projects.
- Oversees the work area for the purpose of ensuring a safe and clean working environment in accordance with applicable laws, regulations and statutes.
- Leads and facilitates skilled and mechanical work on school buses and passenger vehicles, District vehicles and other vehicles and equipment for the purpose of ensuring vehicles and equipment are in a safe operating condition.
- Responds to emergency breakdowns and repairs vehicles at emergency site and operates a variety of maintenance and repair tools and equipment in a safe manner for the purpose of performing emergency repair work in the field.
- Supervises and performs scheduled preventative maintenance safety checks and inspections as required for the purpose of ensuring compliance with California Highway Patrol (CHP), school bus maintenance regulations and other requirements, preparing related documents, and setting up CHP inspections as appropriate.
- Trains and assigns the work of other mechanics in their duties and determines priorities for the work to be performed for the purpose of ensuring that assignments are completed in compliance with established guidelines.
- Troubleshoots and repairs vehicle-related issues and difficult diagnostic problems for the purpose of ensuring availability of vehicles when needed.

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 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: adhere to safety practices and procedures; basic record-keeping techniques; ordering procedures; diagnose, perform and assign repair of all District vehicles and equipment; use and interpret testers, ohmmeters, and various other meters and instruments used to analyze operational and repair requirements; operate school vehicles and other automotive and heavy equipment safely and efficiently; use various tools and testing equipment to diagnose problems and assist in the repair and maintenance of equipment; and proper use of hand tools and power equipment.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: state rules and regulations related to the maintenance and operation of heavy equipment and student transportation; hazardous material storage and handling and CalOSHA as related to a vehicle repair facility; design, use, repair and maintenance of equipment, machines and specialized tools; circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming; and oral and written English communication skills.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. 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 requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicate with diverse groups; coordinate, schedule and prioritize multiple projects; strong analytical and organizational skills; prepare and maintain accurate, complete and timely reports and records; read, interpret, apply and explain rules, regulations, policies and procedures; work independently with little direction; establish and maintain effective working relations; understand and follow oral and written direction; and work with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; 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.

Work 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 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Five years of job related experience within the field is required.

Education (Minimum): High school diploma or equivalent.

Required Testing

Random Drug and Alcohol Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Valid Class A or B Commercial Driver's License with Passenger and Air Brake Endorsements

Clearances

Criminal Background Clearance
Pre-Employment Drug Test Clearance
Current DMV H6 Driving History Report
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 12