I. Position Title

Automotive/Diesel Mechanic III - (Lead)

II. Position Description

Under general direction, to schedule, assign and coordinate the maintenance, modification, and repair of District vehicles; to perform skilled journeyman level work in the diagnosis, overhaul, repair and preventive maintenance of diesel and gasoline powered vehicles; to act as a working lead person; and to do related work as may be required.

This is a single position class and an incumbent is assigned to a working lead role over assigned workers. The incumbent in this class must be skilled in the diagnosis, overhaul, repair and preventive maintenance of diesel and gasoline powered vehicles, scheduling work for efficient utilization of staff, and be able to train and supervise workers and to coordinate their duties and work schedules for maximum efficiency. May repair and/or provide towing service on road in event of vehicle breakdown.

III. Examples of Duties/Responsibilities

A. Receives and writes up descriptions of vehicle malfunction - E
B. Performs preliminary diagnosis - E
C. Distributes work assignments to workers - E
D. Trains, guides, checks, evaluates and corrects the work of assigned workers - E
E. Inspects work in progress and upon completion - E
F. Participates fully in the work by performing overhaul, maintenance, servicing, and repair on gasoline and diesel powered buses, automobiles, trucks, and other mechanical equipment - E
G. Inspects and diagnoses mechanical failures and defects, performs all types of mechanical replacement and repair to manual transmissions and adjustments of automatic transmissions, clutch and fly wheel assemblies, drive line assemblies including replacement of universal joints, differentials, steering systems, governors, injection timing and valve adjustments, carburetors, blowers, alternators and starters, instruments such as odometers and drive cables, electrical systems, and exhaust systems - E
H. Uses electric and gas welding equipment, cutting torch and shaping tools - E
I. Constructs or manufactures parts and equipment
J. Maintains safety and emission equipment and maintains to standards set by state - E
K. Sees that health and safety precautions are observed - E
L. Assists in inventories and ordering of parts and supplies - E
M. Keeps time, labor and material records and completion time - E
N. Keep all records and make periodic reports relating to the automotive maintenance shop - E
O. Estimates the amount of materials and labor for repair jobs - E
P. Secures grounds, gates and vehicles, etc.

(E) - Essential
IV. Minimum Qualifications

Knowledge of:
• Principles of gasoline and diesel powered engines
• Methods, tools, equipment and parts used in the repair and maintenance of buses, cars and other vehicles
• Operation and use of diagnostic equipment
• Provisions of the California Motor Vehicle Code as it applies to the operation of school buses and vehicles
• Current state vehicle emission requirements
• Principles and practices of supervision

Ability to:
• Perform highly skilled automotive mechanic work
• Lead a group of mechanics in all phases of vehicle repair
• Diagnose mechanical malfunction
• Estimate time and materials, use parts catalog and order parts and supplies correctly
• Read and apply owner’s manuals, technical manuals, trade magazine or articles on equipment and keep abreast of new trends and developments in the automotive and power equipment trade
• Follow oral and written directions
• Perform work safely
• Supervise and train lower level shop personnel
• Work cooperatively with those contacted in the course of work
• Drive a school bus and other similar automotive equipment safely

License
• Possession of a Valid and appropriate Class II California Commercial Driver’s License with air brake endorsement
• Possess a school bus driver’s certificate issued by the Department of Motor Vehicles through the California Highway Patrol
• Standard Red Cross First Aid Certificate
• Have an acceptable driving record and qualify for insurability by District insurance carrier

Education and Experience
• Education: Graduation from High School or equivalent
• Experience: Four (4) years of increasingly responsible experience in the repair and overhaul of gasoline and diesel powered equipment including some supervisory experience. Such experience shall have been under the supervision of a journeyman automotive or diesel mechanic.

Working Conditions
Environment
• Noise
• Vehicle and equipment repair shop environment
• Emergency call-out
• Subject to driving a vehicle to conduct work
• School bus operation environment

Physical Demands
• Heavy work - lifting, carrying, pushing and/or pulling up to approximately 100 pounds
• Frequent lifting and/or carrying of objects weighing up to 50 pounds
• Standing for extended periods of time
• Bending at the waist
• Kneeling/squatting
• Reaching overhead, above the shoulders and horizontally
• Dexterity of hands and fingers to operate power tools and equipment
• Twisting upper body
• Lifting above and below the waist
• Climbing
• Sit for extended periods of time
• Power
• Grasping and gripping
• Lie on back to work
• Movement of the feet to operate foot controls
• Seeing to observe and perform repairs and read manuals

Hazards
• Subject to noise and fumes from equipment operation
• Exposure to fumes, vapors and dust
• Working in a cramped or restrictive work chamber
• Working around and with machinery having moving parts.

Revised: Negotiations 05/07/02
pjh