

HEAD MECHANIC

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Supervisor I (Transportation), will perform a full range of skilled mechanical maintenance, diagnostic, inspection and repair duties on trucks, automobiles, school buses and other District vehicles. Act as lead person for the work of the other mechanics, and do other work as required.

ESSENTIAL FUNCTIONS:

- Cooperates with other staff to accomplish the District's priorities and expectations.
- Schedules and coordinates work assignments of mechanics.
- Trains, monitors and inspects work of other mechanics and services personnel for accuracy and compliance to established standards
- Verifies mechanics overtime and maintains base document; submits for management approval.
- Plans and implements a preventative maintenance program for all vehicles.
- Serves as reporting person for Bureau of Automobile Repair.
- Maintains and provides for California Highway Patrol terminal inspections required record and reports.
- Investigates accidents and makes recommendations.
- Inspects and determines worthiness of vehicles and equipment prior to purchase and makes recommendations to management.
- Arranges for delivery/pickup of District vehicles (mechanical failure, broken down, or new purchase).
- Makes repair cost estimates.
- Approves purchase of equipment and tools within budgeted amounts items that are not required for a specific vehicle.
- Determines whether equipment or vehicles are repaired on site or out-sourced.
- Inspects, diagnoses, overhauls, adjusts and repairs gas and diesel powered buses, trucks, automobiles and other power equipment.
- Performs general overhaul, installation, repair, replacement and adjustment of bearings, ignitions, carburetors, transmissions, differentials, axles, steering mechanisms, drive shafts, fenders, radiators and front end and rear suspension systems.
- Performs a prescribed preventative maintenance program on the bus fleet and trucks and automobiles.
- Road tests vehicles after work has been completed.
- Inspects school buses and signs forms indicating compliance with State requirements provided by law.
- Performs electrical work, painting, acetylene and arc welding and minor body repair on motorized equipment.
- Performs work in adherence to safe work practices and procedures and in compliance with applicable standards and specifications, including to perform work in accordance with and maintain equipment as required by the California highway Patrol and Vehicle Code; remains current on all laws pertaining to safe maintenance and repair of school buses.
- Operates a steam cleaner to clean buses, automobiles and trucks.
- Builds and sustains inventory of all vehicle parts and maintains information in appropriate software program. Approves stock and part orders; labels with vehicle number on which the part was used.

- Maintains a variety of records, including vehicle identification, date, mileage and nature of each inspection, maintenance, lubrication and repair performed.
- Participates in annual budget planning process, estimates and provides documentation for projected cost and reports for management.
- Maintains and documents mechanics purchase orders.
- Reviews and assigns vehicle numbers and budget codes to ensure budgeted items taken from right categories.
- Reviews completed work orders and attaches purchase order documentation for billing sites.
- Performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Operate tools necessary for mechanic work
- Possession of a valid and appropriate California State Driver's License
- Possession of a safe driving record that is in compliance with the restrictions set forth by the California Vehicle Code
- Be self directed and work independently

KNOWLEDGE OF:

- Methods, techniques and procedures used in the inspection, maintenance, overhaul, repair and adjustment of gas and diesel powered equipment
- Operating and repair characteristics of a variety of automotive and school bus diagnostic and repair equipment and tools
- Methods, techniques and procedures used in the repair and adjustment of fuel, ignition, electrical and cooling systems and chassis
- Methods and techniques of performing acetylene and arc welding, painting and electrical work on motorized vehicles and equipment
- Procedures of preventive maintenance related to automotive and school bus vehicles
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code
- Principles, practices and procedures of recycling and disposing of hazardous waste from motorized vehicles and equipment
- Operational hazards and standard safety practices necessary in the area of assigned work
- Principles and procedures of record keeping
- Safe driving principles and practices

SKILL TO:

- Operate the full range of diagnostic, maintenance and repair equipment in a safe and effective manner
- Operate a school bus and motor vehicle safely
- Read and write at a sufficient level to successfully perform the required duties
- Understand and carry-out both oral and written instructions in an independent manner
- Operate modern office equipment, including computer equipment
- Establish and maintain positive and effective working relationship with those contacted in the performance of required duties

PHYSICAL FUNCTIONS:

Ability to:

- Sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift seventy-five (75) pounds
- Withstand exposure to cold, heat, noise, outdoors, vibration, confining work space, dust, toxic waste, chemicals, explosive materials, mechanical hazards and electrical hazards
- See for the purpose of reading laws, codes, rules, policies and other printed matter
- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand a normal conversation
- Perform the full range of journey level mechanical work including the diagnosing, troubleshooting and repairing of equipment
- Accurately determine mechanical repair needs
- Provide lead supervision and training to assigned staff

EXPERIENCE:

Four years experience as a mechanic, including experience working with school buses, gas and diesel engines, and hydraulic & air brake systems

WORK YEAR:

The work year is two hundred sixty (260) days, less paid holidays and earned vacations

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.