CHICO UNIFIED SCHOOL DISTRICT
LEAD MECHANIC

DEFINITION
Under direction, to 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.

SUPERVISION EXERCISED
May exercise technical and functional direction over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Schedule and coordinate work assignments of mechanics.
- Train, monitor and inspect work of other mechanics and service personnel for accuracy and compliance to established standards.
- Verify mechanics overtime and maintain base document; submit for management approval.
- Primary contact for repair shop for reasons such as, but not limited to, after hour mechanical failures, calls from mechanics when ill or absent, drivers with unresolved bus issues.
- Plan and implement a preventative maintenance program for all vehicles.
- Serve as reporting person for Bureau of Automobile Repair.
- Maintain and provide for California Highway Patrol terminal inspections required record and reports.
- Investigate accidents and make recommendations.
- Inspect and determine worthiness of vehicles and equipment prior to purchase and make recommendations to management.
- Arrange for delivery/pickup of District vehicles (mechanical failure, broken down, or new purchase.)
- Make repair cost estimates.
- Approve purchase of equipment and tools within budgeted amounts items that are not required for a specific vehicle.
- Determine whether equipment or vehicles are repaired on site or out-sourced.
- Inspect, diagnose, overhaul, adjust and repair gas and diesel powered buses, trucks, automobiles and other power equipment.
- Perform 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.
- Perform a prescribed preventative maintenance program on the bus fleet and trucks and automobiles.
- Road test vehicles after work has been completed.
- Inspect school buses and sign forms indicating compliance with State requirements provided by law.
- Perform electrical work, painting, acetylene and arc welding and minor body repair on motorized equipment.
- Perform 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; remain current on all laws pertaining to safe maintenance and repair of school buses.
- Operate a steam cleaner to clean buses, automobiles and trucks.
• Build and sustain inventory of all vehicle parts and maintain information in appropriate software program. Approve stock and part orders; label with vehicle number on which the part was used.
• Maintain a variety of records, including vehicle identification, date, mileage and nature of each inspection, maintenance, lubrication and repair performed.
• Participate in annual budget planning process, estimate and provide documentation for projected cost and reports for management.
• Maintain and document mechanics purchase orders.
• Review and assign vehicle numbers and budget codes to ensure budgeted items taken from right categories.
• Review completed work orders and attach purchase order documentation for billing sites.
• Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
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.
• Operate modern office equipment, including computer equipment.

Ability to:
• Perform the full range of journey level mechanical work, including the diagnosing, troubleshooting and repairing of equipment.
• Inspect, maintain, overhaul, repair and adjust gas and diesel powered equipment.
• Repair and adjust fuel, ignition, electrical and cooling systems and chassis.
• Perform acetylene and arc methods of welding on motorized vehicles and equipment.
• Paint and perform electrical work and minor body repairs on motorized vehicles and equipment.
• Patch and install seat covers and other accessories.
• Accurately determine mechanical repair needs.
• Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned
programs and functions.
• Provide lead supervision and training to assigned staff.
• Prepare and maintain accurate and complete records.
• Work independently in the absence of supervision.
• Understand and follow oral and written instructions.
• Communicate clearly and concisely, both orally and in writing.
• Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
• Four years experience as a mechanic, including experience working with school buses, gas & diesel engines, and hydraulic & air brake systems.
• Must be at least 25 years of age.

Training:
• Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by completion of a mechanical apprenticeship program.

License or Certificate:
• Possession of a current valid Class A driver's license with a Passenger and School Bus (P & S) endorsement.

Special Requirements:
Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 70 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, dust, toxic waste, chemicals, explosive materials, mechanical hazards and electrical hazards; ability to travel to different sites and locations.

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