

**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**

- Schedules and coordinates work assignments of mechanics.
- Trains, monitors, and inspects work of other mechanics and service personnel for accuracy and compliance to established standards.
- Verifies mechanics overtime and maintains 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.
- 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 records 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 purchases 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 outsourced.
- 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; remain 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; label 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 are taken from right categories.
- Reviews completed work orders and attaches purchase order documentation for billing sites.
- Serves as backup school bus driver when needed.
- Performs 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, EDUCATION, 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 (4) years' experience as a mechanic, including experience working with school buses, gas and diesel engines, and hydraulic and air brake systems.

**Training:**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Successful completion of a mechanical apprenticeship program.

**SPECIAL REQUIREMENTS**

- Possess and maintain a current, valid Class A driver's license with a Passenger and School Bus (P&S) endorsement, and safe driving record.
- Possess and maintain a current, valid California School Bus Driver's Certificate with acceptable restrictions.
- Possess and maintain a current, valid DMV Medical Examiner's Certificate.

**CONDITIONS OF EMPLOYMENT**

- Insurability by the District's liability insurance carrier.
- Travel to multiple worksites and locations.
- Must be at least 25 years of age.

**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.