

Job Title:	Lead Mechanic	Wage/Hour Status:	Non-Exempt
Reports to:	Shop Supervisor	Pay Grade:	X11
Dept/School:	Transportation	Days:	237
Date Revised:	July, 2015	Job Code:	T107

Primary Purpose:

Responsible for the Preventative Maintenance Program and performs skilled motor vehicle, automotive and bus repairs. Supervises mechanics in the absence of the Shop Supervisor. Follows and enforces District and Transportation Department policies and procedures. Maintains the highest level of ethical behavior with Campus Administrators, fellow employees and our community.

Education / Certification:

1. High school diploma or GED
2. Class B CDL License w/ P&S endorsements or have the ability to obtain a Class B CDL w/ P&S endorsements within 30 days of employment.
3. Successful completion of classroom and behind the wheel (BTW) training.
4. Licensed by the Department of Public Safety in order to perform state motor vehicle inspections (DOT and NON DOT) or have the ability to obtain a license by the Department of Public Safety within 90 days of employment.
5. Must complete Supervisor Training – Drug Detection and Deterrence as required by CFR 49 Part 40 within one year of employment.

Experience / Other Requirements:

1. Must have at least three (3) years previous experience as a Mechanic.
2. Experience in repair and maintenance of diesel and gasoline operated buses and / or trucks.
3. Certification by the Automotive Service Excellence testing program as a Master Automotive Technician and / or a Master Truck Technician or Certification as a Master School Bus Technician is preferred. (TASBT certifications required if hired)
4. Must provide the recommended minimum tools for a Master Technician.

Special Knowledge / Skills:

1. Knowledge of automobile, light and heavy duty trucks, air conditioning systems, transmissions, drive lines, brake systems, cooling systems and all operating functions of the buses.
2. Must be up to date on new computer diagnostic equipment and emission standards. Be knowledgeable of parts and supplies. Must have a basic knowledge of computers and software programs used in troubleshooting and repairs of engine control systems. Need to learn Dossier maintenance system and maintain accurate records of all work performed.
3. Excellent work habits and ability to follow oral and written instructions.
4. Ability to keep accurate written and computer records, to communicate, and work with other personnel in a positive and cooperative manner.
5. Required to take all necessary steps and opportunities to improve skills as a mechanic.
6. Knowledge of Comal ISD policies and procedures as well as motor vehicle laws.
7. Ability to work independently and make responsible decisions in emergency situations.
8. Maintain an acceptable driving record for school bus drivers as defined by Texas Department of Public Safety.
9. Must pass annual district physical and mental examination as required by Texas Department of Public Safety.
10. Must pass a pre-employment and periodic drug and alcohol screening as required by federal law.
11. Proficiently read, write, and communicate verbally in English.

Major Responsibilities and Duties:

1. Checks, adjusts brakes and/or replaces any defect found during each school bus preventative maintenance inspection. This includes, but is not limited to, brakes, oil, drive train and lights.
2. Performs daily repairs on specific malfunctions as reported by Bus Drivers and/or observed by the mechanic.
3. Maintains sufficient supplies for preventive maintenance of vehicles.
4. Checks incoming and outgoing repair requests.
5. Assigns priorities to work orders and delegates work to mechanics accordingly.
6. Coordinates with the Dispatcher to insure there are enough buses to cover routes.
7. Exchanges, rebuilds, or over hauls engines, transmissions, carburetors, alternators and similar assemblies.
8. Checks and repairs electrical, heating, air conditioning and cooling systems.

9. Responsible for obtaining necessary parts. This often involves outside suppliers, therefore, must be knowledgeable in processing invoices and purchase orders.
10. Keeps detailed records of work performed and parts used by shop personnel.
11. Controls and monitors inventory of all parts purchased and all supplies ordered, administering proper security policies and procedures to protect Comal ISD from pilferage of parts or supplies.
12. Performs all line maintenance as required for satisfactory operation to include repairs on district vehicle tires, periodic checks on tires, oil, gasoline, propane, diesel, water, grease, points, plugs, brake shoes, exhausts, lights, safety equipment, and steering systems.
13. Proficiently diagnoses fleet vehicles to determine what repairs need to be made or what part needs to be exchanged as well as making the repairs or parts replacement. This will include but is not limited to vehicle electrical systems, automotive and bus air conditioning, brake systems (air/hydraulic) engine repair and preventive maintenance, engine overhaul (gas/diesel) automatic transmissions, suspension and drive train components.
14. Services vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
15. Responds to breakdowns and/or accidents as quickly as possible. Determines if repairs are to be made on sight or attempt to move the bus to the terminal.
16. Remains on the job until it is completed. Responds to after hour emergencies and works irregular hours as needed.
17. Helps maintain the shop bays in a clean and orderly manner.
18. Records time spent, materials used and activities on Computer System (Dossier) as each task is completed.
19. Maintains accurate, updated records of preventive maintenance and is knowledgeable in all aspects of the PM computerized software.
20. Operates buses and other vehicles as needed. Operates tools, equipment, and machinery according to prescribed safety procedures and helps keep shop, equipment, and tools in safe operating condition.
21. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc.
22. Corrects unsafe conditions in work area and report any conditions that are not correctable to Shop Supervisor immediately.
23. Maintains accurate records of time and materials required to perform repairs and service.
24. Uses diagnostic equipment to evaluate mechanical problems in vehicles.
25. Approve any scheduled overtime hours as required to complete the task(s) to be accomplished in the absence of the Shop Supervisor.

26. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
27. Performs other duties as assigned and assists Shop Supervisor as required.

Equipment Used:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding equipment, torque wrench, jacks and lift equipment. School bus and district vehicle.

Supervisory Responsibilities:

Supervises Fleet Mechanics, Bus Mechanics and Mechanic Assistants.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to concentrate, communicate, interpret procedures, reason, understand verbal instructions, differentiate, memorize, read, coordinate, instruct, and maintain emotional control under stress.
2. Ability to lift and/or carry heavy weight (45 pounds or more), stand, walk short distances, climb ladders, balance, stoop, kneel, crouch, pull, push, reach, hear, speak, maintain visual acuity, distinguish colors, and drive a bus on a daily bases.
3. Ability to work inside/outside in temperature extremes, slippery surfaces, noise, chemical exposure (asbestos, fumes, vapors, gases, dust, smoke, etc.).
4. Works around moving machinery with moving parts, moving objects, or moving vehicles.
5. Works alone, and may experience unusual fatigue (when breaking down vehicle tires).
6. Due to the nature of the position, being available after hours, weekends, and holidays is required. "On call" situations are to be expected.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) _____

Comal ISD Job Description

Lead Mechanic

July, 2015

Employee Signature

Date

Supervisor Signature

Date
