

## LEAD MECHANIC

### BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation, plan, organize and participate in the maintenance and repair activities to a variety of large and small District vehicles and equipment including gasoline, diesel and battery-powered equipment; train and provide work direction to assigned vehicle maintenance staff.

### REPRESENTATIVE DUTIES:

- Plan, organize and participate in the maintenance and repair activities to a variety of large and small District vehicles and equipment including gasoline and diesel and battery-powered equipment. **E**
- Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance on buses, automobiles, trucks, tractors and other large and small mechanical equipment. **E**
- Train and provide work direction to assigned vehicle maintenance staff; receive work orders, plan and assign work; inspect completed work and work in progress to assure compliance with work orders. **E**
- Determine equipment and material needs and requisition parts as necessary; order and pick up parts, supplies and materials; establish and maintain shop inventory procedures; communicate with the Director on work projects and other related assignments. **E**
- Diagnose mechanical troubles and make mechanical repairs such as general overhauling, replacing and adjusting bearings, grinding valves, adjusting ignition and carburetors, assembling transmissions and differentials. **E**
- Overhaul steering gears and drive shafts. **E**
- Perform routine maintenance safety checks and inspections; perform road tests on buses and other vehicles as necessary; prepare vehicles for smog checks and related inspections. **E**
- Tune gas and diesel engines and carburetors. **E**
- Perform electrical and acetylene welding, brazing and soldering as assigned; adjust and reline brakes; maintain, rebuild and replace air and hydraulic brake system components; install axles; overhaul steering gears and drive shafts; change and balance tires. **E**
- Repair and maintain engine electrical and ignition systems, such as distributors, coils, alternators, starters, and related systems. **E**
- Inspect, repair and adjust standard transmissions, drive shafts, differentials, universal joints, gears, valves, transfer cases, and rear ends. **E**
- Maintain shop area, equipment and tools in a safe, clean and orderly condition. **E**
- Prepare and maintain records and reports, including CHP bus inspection records, mileage, fuel usage, smog inspections, in-services and others. **E**
- Repair and replace interior parts and equipment, such as seats, floors and others; perform glazing and minor auto body repair work as assigned.
- Repair hoist and hydraulic systems on forklifts.
- Oversee the vehicle maintenance facilities and bus yard in the absence of the Director of Transportation and the Vehicle Maintenance Supervisor.
- Perform related duties as assigned.

### KNOWLEDGE OF:

Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.

Safe operation of related tools, equipment and procedures in the overhaul, repair and adjustment of motor equipment and of fuel, ignition, electrical and cooling systems.

Operation, theory and principles of gasoline, diesel and battery-powered engines.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.

Provision of the California Highway Patrol Title XIII and the Education Code applicable to the operation of vehicle involved in the transportation of students.

Principles and practices of training and providing work direction.  
Inspection and diagnostic procedures for vehicles and equipment.  
Technical aspects of field of specialty.  
Shop math applicable to vehicle maintenance.  
Health and safety regulations.

**ABILITY TO:**

Provide a DMV printout dated within two months.  
Must submit to and pass pre-employment and random drug and alcohol screening.  
Diagnose, repair and maintain a wide variety of large and small gasoline, diesel and battery-powered engines and related equipment.  
Diagnose and repair mechanical, electrical and computerized malfunctions.  
Operate specialized equipment used in repairing or servicing of vehicles.  
Read and apply technical and mechanical diagrams, schematics and repair manuals.  
Train and provide work direction to assigned staff.  
Analyze situations accurately and adopt an effective course of action.  
Maintain records related to safety, preventive maintenance and work performed.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years journey-level automotive or diesel maintenance and repair.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California Class II driver's license with passenger endorsement.  
Valid Medical Examiner's Certificate.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Vehicle and equipment repair shop environment.  
Driving a vehicle to conduct work.  
Emergency call-out.

**PHYSICAL ABILITIES:**

Pulling, pushing, lifting and carrying heavy objects.  
Walking or standing for extended periods.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Dexterity of hands and fingers to operate power tools and equipment.  
Seeing to observe and perform repairs.  
Perform repetitive hand and body motions.

**HAZARDS:**

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

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SMJUHSD  
Range 35