



Job Title: Lead Mechanic
Department: Transportation
Reports To: Transportation Administrators
FLSA Status: Non Exempt
Salary Schedule: MN lane 08

SUMMARY

Under the supervision of the Transportation Administrators, provides daily work direction and training of mechanics as assigned. Coordinates work orders and assignments for mechanics. Ensures mechanics are operating in a safe and effective manner. The Lead Mechanic is responsible for high quality, timely repair and maintenance of all WCSD vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Manages work orders and prioritizes, schedules, and assigns work to mechanics.

Determines whether district vehicles meet state inspection standards, and state and federal emissions standards.

Work with Fleet Maintenance Secretary to maintain district records regarding vehicle service and inspections and licenses/certificates of mechanics.

Trains all mechanics and oversees that appropriate standards of performance are achieved and maintained.

Recommends materials, supplies, and equipment as it relates to vehicle repair and safe operation. Prioritizes and makes recommendations on major items of repair or replacement that are within established budget guidelines

Overhauls, repairs, and installs Cummins electric engine and Allison electronic transmission systems.

Tests computerized engine control, electronic fuel injection, and chassis electrical systems.

Repairs and Replaces computerized engine control, electronic fuel injection, and chassis electrical systems.

Conducts state safety inspections on vehicles.

Repairs and replaces air and hydraulic brake systems.

Removes, repairs, and replaces automatic and manual car and truck transmissions and drive train systems.

Repairs and replaces suspension, exhaust, and other systems on all vehicles.

Performs complete overhaul of all light and heavy engines.

Cleans tools and working areas.

Comply with District Policy and Shop Safety Standards

SUPERVISORY RESPONSIBILITIES

This position will have supervisory responsibility over the shop mechanics.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to prioritize work and complete multiple projects on tight deadlines.

Ability to perform complex mechanical repairs and computer system diagnostics. Ability to make independent judgements and decisions on complex repairs.

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent; or three to four years related experience and/or training; or equivalent combination of education and experience.

Requires the skills of a journey-level mechanic.

Training and experience working on Cummins and Allison parts and components.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold and maintain the following valid licenses/certifications:

- * Utah Commercial Driver's License with School Bus and Passenger Endorsements
- *Utah State Vehicle Safety Inspection Certification
- *ASE Certification for School Buses
- *Allison Transmission Certification
- *Cummins Engine Certification

PHYSICAL DEMANDS *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.*

While performing the duties of this job, the employee is regularly required to reach with hands and arms; use fingers and hands to handle. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually loud.

Prepared By: School Transportation Administrator		Date: 10/9/2015
Approved By: Executive Director, Human Resources		Date: 10/12/2015
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Transportation Director
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
		Date: 03/01/2022
		Date:
		Date:
		Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	