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Consolidated ISD

Job Title: Lead Vehicle Mechanic

Exemption Status: Non-Exempt

Reports To: Director of Transportation

Job Code #: 4728

Dept./School: Transportation

Date Revised: 11/2017

Primary Purpose:

Perform and oversee major mechanical repairs to ensure proper performance and safety of district vehicles.

Qualifications:

Education/Certification:

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

High school diploma or GED

First Aid Certificate

TEA School Bus Certification

SAMA Certification

EPA Motor Vehicle Air Condition Certificate

State of Texas State Vehicle Inspector Certification (completed within six (6) months)

ASE and/or TASBT certifications in the area of school bus repair (complete within six (6) months)

Special Knowledge/Skills:

Must be 21 years of age

Advanced knowledge of diesel and fuel engine maintenance and repair

Knowledge of auto parts and terminology

Ability to diagnose mechanical problems and perform repairs independently

Ability to operate equipment and tools necessary in vehicle repair

Ability to lift heavy equipment and vehicle parts

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam, related to requirements of position

Ability to complete TEA required bus driver safety certification

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to access and use printed service materials

Ability to communicate effectively with others, both orally and in writing

Ability to use computer software effectively

Ability to follow written and verbal instructions

Ability to respond after hours when needed

Ability to operate bus

Experience:

Three (3) years experience as a mechanic. Automotive Service Excellence (ASE) or similar technical certificate preferred. Prior supervisory experience preferred.

Major Responsibilities and Duties:

1. Supervise and train shop personnel regarding repair and maintenance of all District vehicles.
2. Perform minor and major mechanical repairs, preventive maintenance, diagnostics, and inspections on all District vehicles in a timely and efficient manner.



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3. Effectively utilize automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drills, drill press, grinder, air-powered tools, welding torch, torque wrench, jacks, lift equipment, etc.
4. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, brakes, etc.
5. Establishes criteria and schedule for preventive maintenance per manufacturer recommendation for all District vehicles; maintain accurate, updated preventive maintenance records.
6. Perform welding and minor body work.
7. Diagnose and repair A/C and heating systems in all district vehicles.
8. Estimate time and materials required to perform major repairs.
9. Manage a system to record and track order, receipt and issuance of parts and supplies. Verify accuracy of supply and parts shipments.
10. Follow established safety procedures and techniques to perform job duties.
11. Operate tools, equipment, and machinery according to prescribed safety procedures.
12. Coordinates annual safety inspections of all school buses and District vehicles.
13. Ensure shop, equipment, and tools are in safe operating condition.
14. Correct unsafe conditions in work area; report any that are not correctable to Director immediately.
15. Review and analyze fuel and oil usage and orders as needed.
16. Work irregular hours as needed.
17. Perform road calls as directed by department Director.
18. Perform all duties of school bus driver and monitor as directed by department Director.
19. Attend all required training as directed.
20. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

Supervisory Responsibilities:

Monitor and direct work of shop staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; air-powered tools; drills; drill press; grinder; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

Posture: Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature:

Date:



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