

JOB DESCRIPTION
Grossmont Union High School District

MECHANIC LEAD WORKER

Purpose Statement:

The job of Mechanic Lead Worker is done for the purpose/s of overseeing and inspecting the work of skilled Heavy Duty Mechanics; coordinating repairs; performing skilled, journey-level mechanical repair and maintenance work on large gasoline and diesel powered vehicles and equipment; providing written documentation of repairs to meet district, state and federal requirements; and ensuring compliance with District, state and federal regulations.

This job reports to Executive Director, School Construction & Building Services

Essential Functions

- Coordinates with administration and other trades (e.g. vehicle repairs, monthly safety meetings, safety inspections, service calls, contract work, etc.) for the purpose of completing projects/work orders efficiently .
- Diagnoses mechanical defects on gasoline and diesel powered school buses, trucks, fire apparatus, automobiles, agricultural, earth moving and other mechanical equipment for the purpose of determining needed vehicle repairs and/or replacements.
- Drives and operates a variety of equipment (e.g. school buses, fire engines, farm type equipment, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Maintains heavy equipment (e.g. school buses, tractors, back hoes, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains shop area, tools and equipment for the purpose of ensuring availability and proper functioning of equipment and adhering to OSHA standards.
- Oversees and inspects the work of skilled heavy duty mechanics for the purpose of ensuring compliance with local, state and federal rules, regulations and laws, and District policies and procedures.
- Prepares written materials (e.g. work orders, preventive maintenance performed, cost of purchases, labor, inspections, problems encountered, issues pending, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Procures parts for the purpose of ensuring the availability of items as needed.
- Repairs gasoline and diesel powered mechanical equipment (e.g. adjusting/repairing/replacing transmissions; bearings; ignitions, carburetors, brakes, hydraulics, etc.) for the purpose of ensuring availability of equipment in safe operating condition.
- Responds to emergency situations and/or road calls for the purpose of resolving immediate safety concerns.
- Road tests equipment (e.g. school buses, fire engines, etc.) for the purpose of diagnosing, repairing and/or inspecting work.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in vehicle maintenance and repair; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: internal combustion engines and related equipment; vehicle computer related equipment repair; pertinent codes, policies, regulations and/or laws; safety practices and procedures; and health standards and hazards.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Valid California Drivers License

Continuing Educ. / Training

Ability to obtain a valid California Class A driver's license with passenger endorsement
Air Brake Certificate
Forklift License

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/23/2005

Salary Grade

Unit I 55