

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT  
JOB DESCRIPTION**

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**JOB TITLE: LEAD MECHANIC**

**DEPARTMENT: TRANSPORTATION**

**REPORTS TO: DIRECTOR MAINTENANCE, OPERATIONS, AND  
TRANSPORTATION**

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**DEFINITION**

Under direction, to perform a variety of skilled level repair, overhaul and maintenance of buses, passenger vehicles, heavy duty trucks and a variety of other gasoline and diesel powered motorized equipment; to plan, organize, and coordinate the mechanical services unit personnel in performing a variety of repair, overhaul and maintenance functions; perform substitute bus driver service; and to do other related work as required.

**EXAMPLES OF DUTIES**

- In addition to the duties of Automotive Mechanic:
- Inspects and diagnoses mechanical defects on a variety of gasoline and diesel powered buses, trucks, automobiles and other motorized equipment.
- Reviews mechanical repair orders, and plans and lays out the mechanical service work tasks.
- Observes, listens and determines mechanical defects and malfunctions.
- Rebuilds, replaces or overhauls engines, transmissions, differentials, starters, generators, braking systems, clutches, carburetion systems, electrical systems and other mechanical assemblies.
- Performs engine tune-ups and ignition system adjustments.
- Inspects, adjusts and relines brakes within specified guidelines.
- Uses a variety of hand tools, diagnostic equipment, and a variety of mechanical aids in the repair, adjustment and maintenance of motorized equipment.
- Estimates time and material costs concerning repair and maintenance functions and establishes project completion timelines.
- Utilizes electric and gas welding equipment in repairing and fabricating parts.
- Responds to emergency roadside service needs.
- Coordinates, plans and organizes the work of mechanical services personnel.
- May road test equipment to ensure that malfunctions have been corrected.
- Orders, requisitions, and maintains an appropriate inventory of parts, materials and supplies.
- Maintains a variety of records and files pertaining to the mechanical services tasks, and prepares operational reports as required.

- **QUALIFICATIONS**

Knowledge of:

- Principles, methods, materials, tools and equipment used in the maintenance and repair of a variety of heavy duty gasoline and diesel powered motorized vehicles and equipment;
- Principles and theories of the internal combustion engine;
- Legal mandates, policies, regulations and guidelines pertaining to the repair, overhaul and maintenance of pupil transportation and automotive equipment; including California Highway Patrol and Department of Transportation Rules and Regulations regarding School buses.
- Safe working methods and procedures.

Ability to:

- Diagnose and locate mechanical and electrical malfunctions and defects;
- Perform skilled and specialized journey level gasoline and diesel powered motorized equipment repair, overhaul and maintenance functions;
- Operate a variety of equipment in the repair, overhaul and maintenance of gasoline and diesel powered motorized vehicles and equipment;
- Interpret mechanical, electrical and other schematics and diagrams;
- Maintain records and files, and be able to prepare complete and concise reports;
- Coordinates the work of mechanical service personnel;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of experience as a journey level heavy duty mechanic, including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by specialized training or coursework in gasoline and diesel powered motorized equipment repair, overhaul and maintenance.

**License Requirements**

Possession of a valid Class A or B, California Motor Vehicle Operator's License.

Possession of a valid School Bus Driver's Certificate issued by the California Highway Patrol, including passage of a First Aid examination (within six (6) months of employment.)