

Becker Public Schools, ISD #726
POSITION DESCRIPTION

Position Title: Lead Mechanic

Department/Location: Transportation/Bus Garage

Reports To: Transportation Director

Date: February 2015

Reviewed: Director of Business Services

Approval: Superintendent

I. Position Purpose Summary: Responsible for maintaining and repairing the district's school bus and auto fleet. Includes diagnosing and prioritizing repairs. Works with Transportation Director and communicates the need for parts and warranty issues. Maintains records of repairs and preventive maintenance for all vehicles.

II. Major/Essential Functions/Responsibilities

Vehicle Maintenance and Repair

- Responsible for preventive maintenance for all vehicles in the district's fleet.
- Evaluates and troubleshoots mechanical problems, and performs or schedules needed repairs. In coordination with the Transportation Director, evaluates cost effectiveness of repairing versus replacement.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Changes and repairs tires.
- Provides emergency field assistance to disabled vehicles as needed and appropriate.
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Maintains digital records of vehicles maintenance and repair.
- Maintains and secures tools; clean work areas.
- Prepares buses and vans for DOT inspections.
- Other duties as assigned.

III. Education, Training and Experience:

High school diploma required. School Bus Driver Certification required. Medium/Heavy Truck Technician Diploma strongly preferred.

Associate's Degree in a related field and prior experience in school setting preferred.

IV. Knowledge, Skills and Abilities Required:

Technical Knowledge: Must have thorough knowledge of automotive mechanics. Must have considerable knowledge of diesel and gas engines, transmissions, hydraulics, electrical systems, hazardous waste, suspension, air conditioning, powertrain, brakes, and exhaust systems, and troubleshooting and related knowledge. Must have knowledge of price trends and grades or quality of materials and equipment. Must have working knowledge of the hazards and safety precautions common to vehicle maintenance and repair activities. Must have working knowledge of the practices, methods, and materials and tools used in modern vehicle maintenance.

Language: Ability to speak and write English clearly. Must have the ability to understand and carry out written and oral instructions. Must be able to interpret technical instructions, owner's manuals, safety regulations, etc.

Quality of Work: Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Human Relations: Must be consistent in dealing with people; must be sensitive to others' problems and concerns without direct involvement; must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.

Information Technology: Requires proficiency in the use of office equipment, computers and district software. Programs used include district food service software, e-mail, internet browser operations, search engines, and the general use of office productivity software (i.e. word processing and general spreadsheet programs, etc.). Requires general knowledge and use of equipment such as fax machines, postage machines, computer applications for data entry or file/record maintenance, calculators or other office equipment.

Physical Requirements: Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, must frequently lift and/or move up to 25 pounds and occasionally lift up to 100 pounds. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, twist, or bend. Must have the ability of close vision, distant visions, peripheral vision, depth perception and the ability to adjust focus. Must have the ability to work in extreme heat/cold for long periods of time. Must have the ability to be exposed to fumes, toxic, or caustic chemicals and withstand moderate noise.

Comments: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition to regular attendance, the requirements listed above are representative of the characteristics necessary to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.