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|  | **JOB TITLE** | LEAD VEHICLE MECHANIC |
| **REPORTS TO** | DIRECTOR OF TRANSPORTATION AND FLEET OPERATIONS |
| **SALARY SCHEDULE/GRADE** | TRANSPORTATION SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7914 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to high school diploma, G.E.D. Certificate, or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| One year of general automotive repair experience. |
| Valid Kentucky Commercial Driver’s License with passenger and school bus endorsement. |
| Kentucky State Certified School Bus Inspector. |

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| **POSITION SUMMARY** |
| Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned. Support and supervise other mechanics and act as designee of the Director of Transportation and Fleet Services when directed. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Maintain buses and other vehicles including but not limited to preventative maintenance. |
| Assure buses conform with established standards for passenger vehicles. |
| Complete maintenance records per district, state, and/or federal regulations or protocols. |
| Inspect and repair mechanical defects in school buses, trucks, automobiles, vans, tractors, and other mechanical equipment. |
| Drive and test school buses and provide emergency road service to disabled district vehicles as required. |
| Disassemble, repair, recondition, adjust, repair, replace, or clean parts or systems such as: ignition, carburetor, valves, pistons, rings and bearings, fuel pumps, fuel lines, gauges, or electrical wiring, on any or all district vehicles. |
| Repair and/or replace engine, suspension, steering, electrical, heating, exhaust, fuel and/or ventilation systems, and body parts on any/all district vehicles. |
| Operate a variety of equipment and machinery including but not limited to electronic and mechanical diagnostic equipment, scopes, tire changer, grinder, lathe, emissions analyzer, steam cleaner, hoist, jacks, torches and welding equipment, and power and hand tools. |
| Dismount and mount school bus tires using hand tools. |
| Assist in starting buses and inventory maintenance as required. |
| Recommend purchase of needed supplies and complete work orders, purchase requisitions, and maintain records of time and materials. |
| Maintain work area, equipment and tools in a safe, clean, and orderly condition. |
| Attend required trainings and updates. |
| Act in the role of substitute bus driver as directed, observing legal and defensive driving practices. . |
| Field incoming phone calls and provide assistance with routing. |
| Use electronic resources. |
| Schedule and manage repairs on district vehicles and equipment. |
| Contact parts suppliers and order appropriate supplies. |
| Supervise and support other mechanics with day to day garage activities including troubleshooting and maintenance. |
| Assist transportation director in weather related decision making. |
| Demonstrate punctuality and regular attendance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Methods, tools, equipment and materials used in basic diagnosis, repair and maintenance of motorized equipment.  Shop math applicable to vehicle maintenance.  Proper lifting techniques.  Health and safety regulations and procedures.  Use of service manuals. |
| Work cooperatively with others.  Demonstrate extensive knowledge of the geographical area.  Perform basic Computer skills.  Read and use mechanical diagrams, repair manuals and parts catalogues.  Maintain routine records.  Plan and organize work.  Understand and follow oral and written directions. |

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| **PHYSICAL DEMANDS** |
| Being able to exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.  Must have an adequate range of motion in the upper extremities.  Ascending and descending ladders, stairs, scaffolding, and ramps.  Walking or standing for extended periods.  Perceiving the nature of sound, near and far vision, depth perception.  Providing oral information.  Must have manual dexterity to operate equipment and use hand tools.  Exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |