



Revised: 09/14/2022
Submitted: 09/13/2022

JOB TITLE:	LEAD WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8792
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills. Trains other mechanics and works as lead mechanic.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule

Evaluates and/or diagnoses repairs and progress of repairs at intervals during the work period

Makes necessary checks to stockroom to procure parts and information on parts

Trains mechanics on preventive maintenance inspections, vehicle records, and proper work procedures

Works as a mechanic and with mechanics to evaluate, train and motivate them

Maintains vehicle records

Dispatches mechanics on service runs

Analyzes combustible engine failure by using electronic testing equipment

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety

Supervises the garage in the absence of the foreman

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of buses, trucks, and cars

Three (3) years of previous experience as Mechanic "A" or top mechanic rank

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of applicable school system policies and procedures
Ability to analyze combustible engine failure by using electronic test equipment
Working knowledge of both gasoline and diesel engines
Ability to work with people in a positive manner
Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2019 06/11/2019
 09/14/2022 09/13/2022

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MINIMUM QUALIFICATIONS

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 Working knowledge of buses, trucks, and cars
 Three (3) years of previous experience as Mechanic "A" or top mechanic rank
~~Pass the Bennett Mechanical Comprehension Test~~
 Must have a valid Commercial Driver's License (CDL)
 Master Automotive Service Excellence certification

Effective communication skills
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