

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Lead Vehicle Mechanic

**REPORTS TO:** Director of Transportation

**BASIC FUNCTION:** Perform repair, maintenance and overhaul of gasoline and diesel engines, transmissions, brakes and clutches in District vehicles including buses, passenger vehicles, trucks and grounds and maintenance equipment; train, prioritize, plan, assign and review the work of assigned mechanics and maintenance personnel; prepare and maintain related records.

**REPRESENTATIVE DUTIES:** The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Physical ability to perform duties as required
- Perform journey-level diagnosis, repair, maintenance and overhaul of gasoline and diesel engines, transmissions, rear ends, starters, generators, brakes, clutches, carburetors, electrical assemblies and other mechanical assemblies.
- Determine priority of mechanical work to be performed; organize, lay out, assign and review work to be performed by mechanics; assign and review work of community service workers, summer helpers and other maintenance personnel as assigned.
- Coordinate with other maintenance personnel for scheduling service and repair of District maintenance vehicles.
- Inspect mechanical defects in school buses, trucks, automobiles, vans, tractors, electric carts and other mechanical equipment as assigned; drive and test school buses and provide emergency road service to disabled District school buses and vehicles as required.
- Disassemble motors and repair, adjust and replace parts; recondition and adjust ignition and carburetor systems; repair, fit and adjust valves, pistons, rings and bearings; clean, repair and replace carburetors, fuel pumps, fuel lines, gauges and electrical wiring systems.
- Repair mechanical defects in a variety of vehicles.
- Repair and replace alternators, generators, starters, voltage regulators, distributors and lighting systems; install a variety of parts including batteries, brakes, glass and door handles.
- Grind valves and perform welding; rebuild equipment as needed.
- Repair and replace heating and ventilation systems on District Vehicles; repair and maintain exhaust and fuel systems.
- Operate a variety of equipment and machinery including electronic and mechanical diagnostic equipment, scopes, tire changers, grinders, lathes, emissions analyzer, steam cleaner, hoists, jacks, torches and welding equipment and a variety of power and hand tools.
- Respond to service calls and perform emergency repairs as needed.
- Perform lubrication, oil changes, battery maintenance, tire changes and servicing of equipment.
- Assist in starting buses as needed; assist other mechanics as directed; assist in inventory maintenance as required.

**Lead Vehicle Mechanic (Continued)**

- Train, prioritize, plan, assign and review the work of assigned mechanics and maintenance personnel; prepare and maintain related records.
- Initiate with vendors and interview sales people concerning sources and cost of materials, supplies and equipment.
- Operate a computer as required; prepare and maintain a variety of records and reports including equipment, vehicle, tool and supply inventories, vehicle inspection reports, bus status reports, emission control records, and preventive maintenance reports and schedules for buses, vehicles, carts and engines at District sites as assigned.
- Inspect buses and other automotive vehicles to assure compliance with health and safety standards and regulations; use diagnostic equipment to evaluate operation and repair of engines and electrical and automotive systems and equipment.
- Prepare and maintain records of safety inspections conducted on student transportation vehicles as assigned; maintain records of work performed including hours and materials purchased and used.
- Inspect, adjust and reline brakes; balance and align wheels; change oil and rotate tires; fit pistons and rings and calibrate engine parts to meet established specifications.
- Perform road tests to evaluate malfunctions, needed repairs or repairs performed.
- Estimate time and material costs needed to repair and maintain engines, parts and minor body and fender repairs.
- Operate engine and electrical diagnostic equipment, computer, ARC and gas welders, soldering gun, air jacks, fork lift, engine hoists, grinders, steam cleaner, high pressure washer, meters, gauges, hydraulic press, drill press, and a variety of power and hand tools.
- Attend required training classes and seminars.
- Assist other maintenance personnel as assigned.
- Drive buses and maintenance vehicles to needed repair facilities when the work is more than our facilities and capabilities can manage.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Methods, tools, equipment and materials used in basic diagnosis, repair and maintenance of motorized equipment.
- Maintenance and operation hazards of District vehicles and safety precautions for related vehicles.
- Shop math applicable to vehicle maintenance.
- Proper lifting techniques.
- Health and safety regulations and procedures.
- Use of service manuals.
- Record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.

### **Lead Vehicle Mechanic (Continued)**

- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.
- Proper lifting techniques.
- Record-keeping techniques.
- Shop mathematics.
- Principles and practices of supervision and training.

**ABILITY TO:**

- Perform mechanical repair work, including preventative maintenance on school buses, trucks and other gas and diesel powered automotive equipment as assigned.
- Diagnose and repair basic mechanical and electrical malfunctions and defects.
- Operate shop equipment and tools including electronic testing equipment, welders and lathes.
- Operate, service, and make repairs on equipment.
- Perform maintenance and repair gasoline and diesel engine equipment.
- Read and interpret mechanical and electrical diagrams.
- Plan and organize work.
- Train and provide work direction to others.
- Work independently with little direction.
- Work cooperatively with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Operate tools and equipment used in the skilled diagnosis and repair of internal combustion engines and related equipment.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.
- Perform arithmetic calculations quickly and accurately.
- Lift heavy objects.
- Observe legal and defensive driving practices.

**PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull heavy weight

**EVALUATION:** Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

**Lead Vehicle Mechanic (Continued)**

**EDUCATION AND EXPERIENCE:** 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 and three years journey-level mechanical maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:** Valid Kentucky Commercial Drivers License with Class B driver's license Passenger Endorsement or willingness and ability to obtain such within 6 months after hire date.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	
Employee Signature:	Date: