

Lead Vehicle Mechanic - Master Mechanic

Classified Position - 7914

<u>Salary</u> Per Salary Schedule	<u>Days</u> 260	<u>Reports to:</u> Vehicle Maintenance Manager
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SCOPE OF RESPONSIBILITIES

Perform repairs, 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 / ESSENTIAL FUNCTIONS

1. Train, prioritize, plan, assign, and review the work of assigned mechanics and maintenance personnel; prepare and maintain related records
2. 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.
3. 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.
4. Coordinate with other maintenance personnel for scheduling service and repair of district maintenance vehicles.
5. Initiate with vendors and interview sales people concerning sources and cost of materials, supplies, and equipment.
6. Operate a microcomputer 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 preventative maintenance reports and schedules for buses, vehicles, carts, and engines as district sites as assigned.
7. 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.
8. 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.
9. Perform road tests to evaluate malfunctions, needed repairs, or repairs performed.
10. Estimate time and material costs needed to repair and maintain engines, parts, and minor body and fender repairs.
11. Operate engine and electrical diagnostic equipment, microcomputer, 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.
12. 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.
13. Assist other maintenance personnel as assigned.
14. Maintain work area, equipment and tools in a safe, clean and orderly condition
15. Maintain regular and predictable attendance
16. Adhere to the professional code of ethics
17. Perform other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, equipment, and materials used in mechanical maintenance and repair.
- Operation and use of hand and power tools and equipment used in gasoline and diesel engine repair and the repair and maintenance related parts and equipment.
- Principles of internal combustion engines.
- Rules and regulations of the state related to pupil transportation.

- Applicable health and safety laws, regulations, and procedures.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience, and courtesy.
- Inventory methods and practices.
- Proper lifting techniques.
- Shop mathematics.

ABILITY TO:

- 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.
- 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.
- Work as a team

PHYSICAL DEMANDS

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking				X
Sitting		X		
Handle/Finger/Feel				X
Reach/Push/Pull				X
Bend/Stoop/Crouch				X
Kneel/Crawl		X		
Climb/Balance		X		
Lift/Carry (Check Frequency)				
Up to 10 lbs.				X
Up to 20 lbs.				X
Up to 50 lbs.			X	
Up to 100 lbs.		X		
Over 100 lbs.		X		

MINIMUM QUALIFICATIONS

1. 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.
2. Two years' experience in general automotive repair
3. Valid Kentucky commercial Class B driver's license; course work toward ASE Certification

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