

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Lead Mechanic

Classification: Transportation

Reports to: Transportation Director

PURPOSE STATEMENT

Under the supervision of the Director of Transportation, the Lead Mechanic will keep all district's vehicles in such a state of operating excellence that they present no problems or interruptions to the educational program and manages the operation of the shop.

LEAD FUNCTIONS

- Assign work on an equitable basis
- Schedules, organizes, prioritizes, and reviews work assignments to assure timely and effective completion of tasks.
- Assure that mechanics are provided vehicle parts in a timely manner keeping "down time" to a minimum.
- Communicates information from the supervisor to the individual department staff.
- Ensures timely and accurate completion of all required documentation/paperwork.
- Provides orientation for new employees of the department
- Promote and maintain high standards of safety in all work connected areas.
- Promote a safe and respectful work environment.
- Keep the Transportation Director informed of the operations in the shop so that decisions regarding the shop can be made in a collaborative manner.
- Performs related duties as assigned.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Assist in the scheduling of the mechanics' work hours to produce the most productive and cost effective maintenance program possible.
- Oversee and perform repair of vehicles in the fleet.
- Maintain accurate records of shop operation.
- Operate the shop budget within parameters set by the Director of Transportation.
- Assure that purchased parts are acceptable quality and at the best price available.
- Direct the repair of and repair vehicles in the fleet.
- Assign tasks for the day according to priority and assure that condemnable defects are corrected in a timely manner.
- Distribute all necessary paper work to mechanics affiliated with the day's work to assure proper time utilization.
- Maintain accurate inventory of all parts. Inventory is to be maintained on computerized maintenance program or as directed by the Director of Transportation.
- Maintain an accurate inventory of fuel in compliance with EPA procedures.
- Order fuel and whenever possible, keep inventory to a level to accommodate emergencies

- and periods when fuel may not be available.
- File parts inventory, work order reports and fuel transactions.
- Establish an effective and efficient system of routine maintenance and preventative care.
- Assist in the recruitment, screening, training, and evaluation of shop employees.
- Maintain and verify time sheets and vacation schedules.
- Monitor and report to the Director attendance and/or punctuality problems with shop employees.
- Assure that hazardous materials are dealt with properly in accordance with applicable laws.
- Maintain written records of the disposal of hazardous waste.
- Promote among staff and maintain a clean work environment.
- Stay informed on new techniques, procedures, and laws that will effect shop operation.
- Maintain updated knowledge on school policies and procedures that affect this position.
- Maintain a current authorization to transport students in a school bus. Drive school bus routes as assigned in emergency situations.
- Perform other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills

- Skills in written and verbal communication and effectively communicate with a variety of staff on different issues (e.g. vehicles out of service, assigning spare busses, etc.)
- Skills in gasoline and diesel engine diagnosis and repairs

Knowledge

- Knowledge of computerized maintenance program

Ability

- Ability to follow oral and written instruction
- Ability to maintain updated knowledge on school policies and procedures that effect this position.
- Ability to operate a shop in a safe and cost effective manner.
- Ability to comfortably and safely lift, move, or carry objects up to 50 lbs without assistance.
- Ability to diagnose problems on all rolling stock.
- Ability to weld with both gas and electric welders.
- Ability to operate a PC computer.
- Ability to perform maintenance on all district vehicles.
- Ability to troubleshoot electrical problems and make repairs.
- Ability to utilize electronic testing equipment to diagnose equipment problems.
- Ability to interpret and follow wiring schematics.
- Ability to organize and prioritize jobs to minimize safety problems.
- Ability to tolerate air quality frequently found in a mechanical environment.
- Ability to show tact and good judgment.
- Ability to establish and maintain effective working relationships with a variety of people from diverse backgrounds.
- Ability to work well under pressure and have the capability of processing information in a timely manner.
- Ability to understand and maintain drivers' work orders, maintenance logs, and other related transportation records.

Working Environment

The work environment described is representative of those an employee encounters while performing the essential functions of this job. The employee is exposed to diesel, gas, and welding fumes, dust, chemicals, oil grease, and high temperatures (i.e. running engines), constant pushing, pulling, bending, lifting, squatting, running, and climbing. The employee will work in all types of inclement weather. Constant alertness and safety awareness is required. The employee may experience frequent interruptions. The position requires a great deal of energy and flexibility working in a fast paced shop. The noise level in the work environment may be high when working with power tools and running engines. This list of working conditions is not exhaustive and may be supplemented as necessary.

Experience Five years experience as a Journeyman Mechanic. Vocational or technical training in transportation may substitute for work experience.

Education High school diploma or GED (General education degree) required. Journeyman mechanic status or equivalent.

Special Requirements

- Valid Washington State Drivers License with a class B Commercial Driver's License (CDL) applicable endorsement to obtain a School Bus Driver authorization from SPI
- Valid First Aid/CPR card or ability to attain one
- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

Clearances

Fingerprint/Background Clearance

FLSA Status:

Non-Exempt

Salary Range: Per Public School

Employees negotiated salary (Schedule A)

Classification History

Job Description Developed: 6/2001

Revised: 1/2008

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.