

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISIONS APPROVED MARCH 2019**  
**RANGE: 48.5**  
**CLASSIFIED**  
**CODE: 2, 3, 7, 9**

### **LEAD MECHANIC**

#### **DEFINITION**

Under direction, the Lead Mechanic will oversee, inspect, repair and diagnose mechanical defects on a variety of gasoline, diesel and compressed natural gas powered buses, trucks, automobiles and other motorized equipment;

perform related duties and responsibilities as required or assigned.

#### **EXAMPLES OF DUTIES**

Review work orders, assist in planning work assignments;

determine mechanical defects and malfunctions and their correction;

oversee the use of hand and specialized shop tools and equipment, and their safe use;

monitor safe operating practices in and around the shop area;

coordinate the response to emergency roadside service needs;

review, inspect, organize, schedule and monitor shop personnel;

assist shop personnel in solving unusual and unforeseen mechanical service problems;

monitor the road testing of equipment to ensure that malfunctions have been corrected;

assist in the requisitioning of parts and supplies;

maintain a variety of records and files pertaining to the mechanical service task;

write service requests for vehicle maintenance clientele;

enter and retrieve data using the vehicle maintenance computer software program;

report to the fleet manager any deficiencies in the efficient operation of an evening vehicle maintenance shift.

#### **QUALIFICATIONS**

##### Knowledge of:

Knowledge of methods, techniques, tools and equipment used in the maintenance and repair of a variety of heavy duty gasoline, diesel and compressed natural gas powered motorized vehicles and equipment;

principles and theories of the internal combustion engines;

legal mandates, policies, regulations, and guidelines pertaining to the repair, overhaul and preventative maintenance of pupil transportation and automotive equipment.

##### Ability to:

Diagnose and locate mechanical and electrical malfunctions and defects;

perform skilled and specialized journeyman level gasoline and diesel powered equipment repair, overhaul and maintenance functions;

operate a variety of motorized equipment as required by the position;

interpret mechanical, electrical and air schematics and diagrams;

provide valuable input for operations reports;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with office and shop personnel as well as district personnel;

lift 50 pounds, climb ladders, stoop, bend, kneel, squat, crawl and stand for long periods of time;

work with arms extended above the body;

work on equipment extended as much as ten (10) feet from the ground;

see and hear sufficiently to perform duties listed above;

operate computers in Windows environments;

operate a computer utilizing the basic software programs;

be available to work eight (8) hour shift which may begin at 5:00 a.m. or end at 12:00 a.m.;

maintain records and files.

*Experience:*

Five (5) years of experience as a journeyman level vehicle maintenance mechanic;

*Education:*

Have or obtain by the completion of the probationary period, "A.S.E." certifications for the repair of school bus steering and suspension, brakes, and electrical systems; and maintain such certifications;

operate a computer utilizing the basic software programs; maintain records and files;

completion of the twelfth grade;

specialized training or course work in gasoline and diesel powered equipment repair, overhaul and maintenance, and in the organization and coordination of a mechanical service department is desirable;

*License Requirements:*

Must possess a valid Class B, California Drivers License, with a passenger endorsement, or obtain one within six months of employment.

*Conditions of Employment:*

A preplacement medical assessment and substance abuse test, at office expense, is a condition of appointment after all other required job conditions have been met.

Must maintain proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice

is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

2/26/19

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