

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Transportation Lead Mechanic	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Operations Support)	
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt	
<b>JOB CLASS CODE:</b>	0928	<b>WORK YEAR:</b>	12 Months	
<b>DEPARTMENT:</b>	Transportation Services	<b>SALARY:</b>	Range 55 Salary Schedule C	
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	06-24-71	
		<b>BOARD REVISION:</b>	11-10-73	04-27-87
			<u>05-82</u>	<u>03-01-94</u>
		<b>HR REVISION:</b>	04-26-12	

**BASIC FUNCTION:**

Perform skilled mechanical work in the inspection, diagnosis, repair, and maintenance of gasoline, diesel, and alternative fueled equipment, including school buses, cars, and other equipment; assist in assigning and scheduling preventive maintenance inspections, maintenance repair, ordering parts, inventory control of school buses and related equipment.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Maintain and assign specialty tools such as scan tools, torque wrenches, test equipment, etc. **E**

Plan, layout, provide technical assistance, and inspect work in progress and upon completion; assign work to transportation mechanics. **E**

Estimate labor and material cost; process requisitions, maintain records and inventory of equipment and supplies; keep records of work performed and supplies used. **E**

Prepare and adhere to a preventive maintenance schedule; perform routine maintenance safety checks and inspections; certify smog test compliance of district vehicles. **E**

Read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions; operate a variety of specialized electronic diagnostic equipment and machinery; determine necessary parts for repair; requisition equipment, tools, parts, and materials according to established procedures. **E**

Inspect, maintain, and shut down fuel island system according to state law; forecast fuel usage, and order fuel based on need. **E**

Overhaul, rebuild, and tune engines and carburetors; diagnose and repair electrical systems; inspect and change batteries; change light bulbs and fuses. **E**

Adjust and line brakes; maintain, rebuild, and replace brake systems; change and balance tires; change clutches, transmissions, axles, and engines. **E**

Replace tie rods, drag links, ball joints, king pins, differentials, drive shafts, u-joints, fuel pumps, water pumps, radiators, heater cores, heat and defrost fans, gauges, injectors, injector pumps, starters, alternators, springs, shocks, etc. **E**

Maintain shop area, equipment, and tools in a safe, clean, and orderly condition. **E**

Perform minor body repair; replace or repair upholstery; spot paint; replace vehicle glass; perform gas and arc welding; fabricate parts for buses; replace bus flooring. **E**

Operate a computer and related software; use flowcharts to troubleshoot for electrical etc. **E**

Provide technical assistance of emergency vehicle recovery and repair; drive a district vehicle to conduct work; lift and carry heavy objects. **E**

Maintain vehicle service and operations records; maintain records on small stock of fast moving repair parts and supplies. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, related training in vehicle maintenance and repair, and four years of experience, including one year in heavy gasoline and diesel-powered vehicles. Supervisory experience preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California Class B driver's license with passenger endorsement; Operations Certification License for fuel island; provide proof of insurance; employee entrance evaluation (lifting test); Department of Transportation drug and alcohol testing; furnish own standard heavy-duty vehicle mechanic tool set. Automotive Service Excellence (ASE) certification preferred.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Operation theory and principles of gasoline, diesel, and alternative fueled equipment and related parts and accessories.

Inspection and diagnostic procedures for vehicles and equipment.

Principles of preventive maintenance.

Test equipment, standard tools, specialty tools, and reference manuals to repair vehicles.

District policies and procedures related to assigned function.

Applicable sections of the California Motor Vehicle Code, State Education Code, Highway Patrol Handbook, and other state and federal laws.

Technical aspects of field of specialty.

Math applicable to vehicle maintenance.

Safety and maintenance requirements of bus equipment.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and related software.

Health and safety regulations and first aid practices.

#### **ABILITY TO:**

Perform the basic function of the position.

Lead and work with a small crew doing skills mechanical repair.

Plan, assign, schedule, and provide technical assistance to others.

Estimate time and materials needed for repair.

Diagnose and repair mechanical, electrical, and computerized malfunctions.

Operate specialized equipment used in repairing or servicing of vehicles.

Perform gas and arc welding.

- Read and apply technical and mechanical diagrams, schematics, and repair manuals.
- Operate a vehicle, observing legal and defensive driving practices.
- Maintain records, and prepare reports.
- Understand and follow oral and written directions.
- Lift and carry heavy objects according to safety regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Use test equipment, standard tools, specialty tools, and reference manuals to repair vehicles.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Vehicle and equipment repair shop environment; drive a vehicle to conduct work; emergency call-out; noise from equipment operation; subject to inclement weather and adverse weather conditions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information; dexterity of hands and fingers to operate power tools, hand tools, and equipment; see to perform repair duties and watch for moving parts; stand for extended periods of time; bend at the waist, crouch, and reach overhead, above the shoulders, and horizontally; push, pull, lift, and carry heavy objects and materials.

**SAMPLE HAZARDS:**

Subject to noise and fumes from equipment operation; exposure to fumes and vapors; work in a cramped or restrictive work chamber; repetitive motion; work around and with machinery having moving parts; vehicle lifts; exposure to explosive materials such as acetylene, oxygen, batteries.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date