



## Lead Mechanic

**FLSA Status:**

Non-Exempt

**Qualifications:**

High School Diploma or equivalent  
Desire to continue career improvement by enhancing skills and job performance  
Missouri Class B CDL with passenger and school bus endorsement plus airbrakes,  
Missouri Motor Vehicle Inspector (MVI) permit

**Experience:**

4 years minimum experience as a school bus mechanic or with equivalent experience with medium and heavy duty single axle vehicles. Must have background in air and hydraulic brake, diesel and gas engines, and automatic transmissions.  
Job related experience with increasing levels of responsibility.

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Support Staff Salary Schedule:**

Tech/Pro B

**Reports to**

Director of Transportation

**Terms of Employment**

260 days, 8 hours per day, with benefits according to Board policy.

**Purpose Statement**

The job of the Lead Mechanic is done for the purpose/s of providing mechanic services with specific responsibility for identifying repair and/or replacement needs; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper use of equipment; assisting other mechanics and ensuring that tools and materials are available at job site. To keep the district's buses in a state of operating excellence so that they present no problems or interruptions to the educational processes.

**Essential Job Functions**

- Assists with instructing driving techniques to bus drivers for the purpose of ensuring maximal bus lifespan.
- Assists mechanics with complex diagnosis of vehicle malfunctions for the purpose of determining vehicle repairs needed.
- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Diagnoses complex vehicle malfunctions independently and prioritizes safe versus unsafe work needing to be done for the purpose of determining needed vehicle repairs and/or replacements and time considerations.
- Fabricates parts, if needed, for the purpose of providing items necessary for repairs.
- Inspects assigned vehicles, buses and other district vehicles, (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that vehicles are in safe operating condition.
- Maintains inventory for the purpose of repairing vehicles in a timely manner with quality results.

- Maintains tools, equipment and a clean shop area for the purpose of ensuring the availability of tools/equipment and safety within the workspace.
- Maintains records of repairs, etc. for the purpose of documenting required information and meeting regulatory requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs routine vehicle preventive maintenance (e.g. oil change, tire rotation, s/c brake check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Repairs complex vehicle systems and components independently (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition and resulting in 90% first time pass on Missouri Inspection record.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.
- Maintain a Motor Vehicle Inspector license.
- Reports to the Director of Transportation any areas of concern pertaining to the safe operation of buses.
- Possess and maintain a current class B CDL with passenger and school bus endorsement plus airbrakes.
- Must be able to prioritize jobs for maximum efficiency.
- Must be able to work independently and under pressure.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision, mission and values of the district.

### **Other Job Functions**

- Drive a regular route or activity when called upon.
- Must be able to lift at least 80 pounds on a regular basis.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- Attends safety meetings and summer in-service meetings.
- Performs other duties as required or assigned.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the

job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under wide temperature variations and under conditions with exposure to risk of injury and/or illness.