

**Corning Union High School District
Job Description**

JOB TITLE: Head Mechanic

Salary Range:

Dept./Family: Transportation

Immediate Supervisor: Superintendent

Approved by

Board of Trustees

DEFINITION:

Under general direction of the Superintendent, to perform a full range of skilled mechanical maintenance, diagnostic, inspection and repair duties on trucks, automobiles, school buses and other District vehicles.

May act as a lead person for the work of the other District mechanics.

ESSENTIAL FUNCTIONS:

- Primary contact for repair shop for reasons such as, but not limited to, after hour mechanical failures, calls from mechanics when ill or absent, drivers with unresolved bus issues.
- Plan and implement a preventative maintenance program for all vehicles.
- Serve as reporting person for Bureau of Automobile Repair.
- Maintain and provide for California Highway Patrol terminal inspections required record and reports.
- Inspect and determine worthiness of vehicles and equipment prior to purchase and make recommendations to management.
- Arrange for delivery/pickup of District vehicles (mechanical failure, broken down, or new purchase).
- Make repair cost estimates.
- Approve purchase of equipment and tools within budgeted amounts items that are not required for a specific vehicle.
- Determine whether equipment or vehicles are repaired on site or out-sourced.
- Inspect, diagnose, overhaul, adjust and repair gas and diesel powered buses, District vehicles, and other power equipment.
- Perform general overhaul, installation, repair, replacement and adjustment of bearings, ignitions, carburetors, transmissions, differentials, axles, steering mechanisms, drive shafts, fenders, radiators and front end and rear suspension systems.
- Perform a prescribed preventative maintenance program on the bus fleet and other District vehicles.
- Road test vehicles after work has been completed.
- Inspect school buses and sign forms indicating compliance with State requirements provided by law.
- Perform electrical work, painting, acetylene and arc welding and minor body repair on motorized equipment.
- Perform work in adherence to safe work practices and procedures and in compliance with applicable standards and specifications, including performing work in accordance with and maintaining equipment as required by the California Highway Patrol and Vehicle Code; remaining current on all laws pertaining to safe maintenance and repair of school buses and other District vehicles..
- Operate a steam cleaner/ power washer to clean buses, and other District vehicles.

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- Build and sustain inventory of all vehicle parts and maintain information in appropriate software program.
- Approve stock and part orders; label with vehicle number on which the part was used.
- Maintain a variety of records, including vehicle identification, date, mileage and nature of each inspection, maintenance, lubrication and repair performed.
- May participate in annual budget planning process, estimate and provide documentation for projected cost and reports for management.
- Maintain and document mechanics purchase orders.
- Review completed work orders and attach purchase order documentation for billing sites.
- Perform related duties and responsibilities as required.

ENVIRONMENT:

- Work is performed in maintenance areas both inside and outside.
- Exposure to cold, heat, noise, outdoors, vibration, confining work space, dust, toxic waste, chemicals, explosive materials, mechanical hazards and electrical hazards; ability to travel to different sites and locations.

PHYSICAL ABILITIES:

- Strength to lift up to 70 lbs.
- Dexterity to turn wrenches, screw drivers and other hand or power tools.
- Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, and climb.

REPRESENTATIVE DUTIES:

- Accurately determine mechanical repair needs.
- Operate school bus and other district vehicles
- Repair and maintain district fleet of vehicles

KNOWLEDGE ABILITIES AND SKILLS:

- Methods, techniques and procedures used in the inspection, maintenance, overhaul, repair and adjustment of gas and diesel powered equipment.
- Operating and repair characteristics of a variety of automotive and school bus diagnostic and repair equipment and tools.
- Methods, techniques and procedures used in the repair and adjustment of fuel, ignition, electrical and cooling systems and chassis.
- Methods and techniques of performing acetylene and arc welding, painting and electrical work on motorized vehicles and equipment.
- Procedures of preventive maintenance related to automotive and school bus vehicles.
- Laws, rules and regulations pertaining to school bus operations and pupil transportation, including appropriate California State Motor Vehicle Code and the Education Code.
- Principles, practices and procedures of recycling and disposing of hazardous waste from motorized vehicles and equipment.
- Operational hazards and standard safety practices necessary in the area of assigned work.
- Principles and procedures of record keeping.
- Safe driving principles and practices.
- Operate the full range of diagnostic, maintenance and repair equipment in a safe and effective manner.
- Operate modern office equipment, including computer equipment.
- Perform the full range of journey level mechanical work, including diagnostic, maintenance and repair of equipment in a safe and effective manner.
- Patch and install seat covers and other accessories.

- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to District vehicles.
- Prepare and maintain accurate and complete records.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

QUALIFICATIONS:

- Four years of experience as a mechanic, including gas & diesel engines, and hydraulic & air brake systems.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by completion of a mechanical apprenticeship program.
- High School Diploma or equivalent required.

LICENSE OR CERTIFICATION REQUIREMENT:

- Possession of a current valid California Class A driver's license