

Arlington School District No. 16
Job Description

JOB TITLE: Lead Mechanic

CLASSIFICATION:	Classified
LOCATION:	Transportation
REPORTS TO:	Transportation Supervisor
HOURS:	Up to 8.0 hours per day / 260 days per year
SALARY:	Per PSE Schedule A

SUMMARY: Under the supervision of the Transportation Supervisor, the Lead Mechanic manages the operation of the District's transportation maintenance shop and will keep all District's vehicles in such a state of operating readiness that they present no problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the duties of a Mechanic/Bus Driver, and the following:

- 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.
- 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 Supervisor.
- Assure that purchased parts are acceptable quality and at the best price available.
- Maintain accurate inventory of all parts. Inventory is to be maintained on computerized maintenance program or as directed by the Director of Transportation.
- Monitor and report to the director any 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.
- Other duties may be assigned.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

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

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

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Washington State Driver's 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)

OTHER SKILLS AND ABILITIES:

- 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 buses, etc.)
- Skills in gasoline and diesel engine diagnosis and repairs
- Knowledge of computerized maintenance program
- Ability to follow oral and written instruction
- 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 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.
- Ability to operate a shop in a safe and cost effective manner.
- Ability to organize and prioritize jobs to minimize safety problems.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, sit, and use the hands to handle, finger, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must be physically able to perform daily routine vehicle safety inspections and necessary emergency roadside services, possess sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating bus. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must pass a physical exam every twenty-four months in accordance with the standards established in 49 C.F.R. 391.41 through 391.49, of the Federal Motor Carrier Safety Regulations, and must continue to meet these physical exam requirements during the time between exams.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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.

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.

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