

PENINSULA SCHOOL DISTRICT
Job Description

LEAD BUS MECHANIC

JOB SUMMARY:

Provides direction and leadership to shift mechanics. Ensures standards of repair and maintains quality control. Communicates with operations personnel and drivers. Perform journeyman level work in the repair, service and maintenance of school buses and related vehicular equipment.

DUTIES AND RESPONSIBILITIES:

1. Implements p.m. schedule; schedules and assigns repair on assigned shift; communicates with dispatch.
2. Diagnoses and repairs mechanical, electrical and engine defects in buses and other automotive equipment; evaluates driver defect reports.
3. Overhauls and rebuilds engines, transmissions, differentials, brake systems and other major components by repair and replacement of parts.
4. Repairs and rebuilds generators, alternators and all other electrical components utilizing testing devices and machine equipment as required.
5. Performs general tune-ups, utilizing diagnostic equipment.
6. Makes roadside repairs as required.
7. Repairs and replaces seats, glass, sheet metal, latches, and other body components and assemblies.
8. Changes oil and filters, installs anti-freeze and snow chains, repairs tires, adjusts brakes, lubricates chassis, wheel bearings and other assemblies as required. Performs all required preventive maintenance and regular bus safety inspections.
9. Operates battery chargers, valve refacing and reseating machines, compression gauges, torque wrenches, welding (acetylene jacks, porta-power, pumps, compressors, alignment board, drills, presses, headlight adjustment machine, air wrenches, small lathe, spark plug tester and other tools, equipment and machines required for performing repair and maintenance of motor vehicles.
10. Assists in cleaning and organization of the shop, parts room and other maintenance facilities.
11. Completes vehicle maintenance forms and records; i.e. work orders, stock records, etc.
12. Performs related duties as assigned.
13. In the absence of Shop Foreman, assumes full responsibility for maintenance activities.

REPORTING RELATIONSHIP:

Reports to Shop Supervisor.

AFFILIATION: PSE - Transportation Mechanics

FLSA: Covered

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma; completion of a recognized apprenticeship as an automotive mechanic or full journeyman status as an automotive and diesel mechanic, with a minimum of four years applicable work experience in a heavy duty truck or bus shop facility.

Allowable Substitution

Alternative combinations of technical training and work experience will be evaluated by the Personnel Office for comparability.

Knowledge, Skills & Ability

Experience in repair of all vehicular equipment.
Experience in all areas of preventive maintenance.
Experience in troubleshooting equipment problems.
Experience in operation of various tools and equipment as required.
Experience in maintenance and repair procedures.
Experience in ability to make major repairs as required.
Experience in replacing major assemblies and components without supervision.
Ability to lift heavy objects.
Ability to read and comprehend technical manuals.
Ability to communicate verbally and in writing.
Ability to establish and maintain effective working relationships.

Licenses/Special Requirements

Valid Washington State Driver's License with an Intermediate or Combination endorsement (commercial driver's license required).
Possess a set of basic automotive mechanic hand tools and storage cabinet.