

## HEAD MECHANIC

### JOB DESCRIPTION

Under the direct supervision of the Director of Transportation , coordinates the workload for the transportation shop an CNG fueling station. Required to do journeyman level mechanic work and other related duties.

### PRIMARY DUTIES

Manage work orders, inventory of parts, equipment, tools and supplies. Repair, tune-up and overhaul diesel, gasoline and CNG engines. Repair transmissions, and other drive train components. Troubleshoot, test, repair and perform preventative maintenance on electrical systems; air and hydraulic Brake systems and CNG fueling station. Service and perform maintenance/preventative maintenance on vehicles including buses, trucks, tractors, passenger cars and small engines. Mounts and dismounts tires and wheels. . Fabricate, weld, paint, modify and repair body, glass and chassis components. Respond to on road breakdowns and repair or replace needed parts in order to put vehicle back in service, drive back to shop for repairs or prepare vehicle for towing. Keeps work area in clean, orderly and safe condition. Maintain records of work performed on all vehicles and equipment. Ensure required paperwork for CHP is available and accurate. Train drivers as needed for any related mechanical issues and any new equipment on the buses. May be required to drive a school bus. Perform other duties assigned.

### SUPERVISION RECEIVED AND EXERCISED

The Head Mechanic works under the direct supervision of the Director of Transportation, and the District Office.

### DESIRABLE QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees, including integrity, initiative, dependability, courtesy, good judgment, and ability to work cooperatively with others. Represent and support the District in conversation with the public. Possession of a valid California Commercial Driver's License Class A or B with Air Brake and Passenger Transport endorsements. Must have a current Medical Certificate and maintain insurability by the District's insurance carrier. Knowledge of all types of mechanical work related to District buses, vehicles or any other district equipment.

- Education - Equivalent to completion of the twelfth (12th) grade.
- Experience - Three (3) years of recent paid experience as a journeyman level.
- Knowledge - General knowledge of maintenance of all systems involved in the efficient and economical operation of vehicles, tractors and engines commonly used in a school transportation fleet and school operation. Specific knowledge and skills such as engine tune-up, wheel alignment, body and fender work, internal combustion engine repair (diesel, natural gas or gasoline), automotive electrical and ignition system diagnosis and repair.
- Ability - To lift 50 pounds and follow verbal and written commands. Use all tools and welding equipment in a safe manner; to be self directed and self-motivated and able to work cooperatively with others.