

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Vehicle Lead Mechanic

Department: Operations

**Grade J
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: February 2007

**Reports To: Vehicle Maintenance
Manager**

Purpose of Job

The purpose of this job is to supervise the operation of a satellite vehicle maintenance facility. In addition to performing the duties of a senior mechanic the lead mechanic's duties and responsibilities include supervising all vehicle maintenance employees that are assigned to the satellite facility. Ensuring the facility is opened and closed on schedule and properly staffed during operation hours. Establishing the work hours of other vehicle maintenance employees who are assigned to the facility to include vehicle recovery, on call, and stand-by staffing. Ensuring the facility is operated safely and in compliance with all district, state, and federal regulations. Ensuring the facility and grounds are adequately maintained and cleaned. Managing spare parts, bulk fuel, and lubricant inventories.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervise operations of a parts inventory and ordering parts to repair vehicle.

Assists Vehicle Maintenance Manager with operating and approving system repairs for 380 motor vehicles including school buses, trucks, tractors, forklifts, vans, cars, etc.; files maintenance records both manually and electronically.

Performs duties as a Line or Senior Mechanic on all phases of repairs as needed in accordance with manufacturers' instructions and State and Federal regulations; road tests vehicles.

Inspects and repairs electrical systems, engines, carburetors, cooling systems, exhaust systems, brake systems, transmissions, wiper motors. Inspect and repair front suspension.

Repairs hydraulic wheel chair lifts and hydraulic lift gates; installs seat belts and harness on Special Needs bus.

Reviews technical reports, vehicle maintenance manuals, electrical diagrams and meter readings to evaluate, diagnose and repair.

Diagnoses vehicle problems and performs repairs as needed in accordance with manufacturers instructions and State and Federal regulations. Certified in Computer Electronic Engine and Transmission Diagnostics.

Performs engine tune-ups; troubleshoots and repairs engines; rebuilds if necessary; must be able to perform complete engine rebuilding for both gasoline and diesel engines without supervision.

Inspects, services, and repairs transmissions, cooling lines and filters.

Inspects and repairs brake systems, air and hydraulic; inspects and repairs drive train from transmission to rear axle.

Inspects and repairs windows and frames.

Inspects and repairs wiper motors, switches, arms and blades.

Checks body damage and handles some repairs.

Inspects and repairs cooling systems, radiator, hoses, pump and block.

Monitors two-way radio and answer service calls and breakdowns conducts on-site repairs when possible; operates wrecker to return inoperative vehicles to the shop.

Installs accessories such as radios, strobe lights, camera boxes, etc.

Prepares Vehicle Maintenance reports and submits to Supervisor.

Reviews technical reports, vehicle maintenance manuals, electrical diagrams and meter readings to evaluate, diagnose and repair; consults with vendors concerning ordering or use of parts.

Consults with Bus Drivers and mechanics regarding maintenance problems/needs and advises or assists as necessary.

Performs 15,000-mile safety inspections; assists with State inspections.

Keep shop area clean and free of safety hazards.

Cleans shop floor, drain pan, buckets, etc.; disposes of unusable replacement parts such as batteries, brake drums, etc.; disposes of used motor oil, transmission fluid, and antifreeze.

May change oil and repair or replace tires.

May substitute as bus driver.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or Technical School degree in automotive, truck and tractor maintenance required, or with five to ten years of vehicle maintenance experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee Commercial Drivers License Class A or B with P & S Endorsements.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automotive machines, mechanics tools, and equipment such as wrecker, A/C recovery recycler, injector tester, brake bleeder, various meters and gauges, tire machine, tire spreader, plasma cutter, service truck, sledgehammer, wrenches, cutting torch, hydraulic and air lift, engine hoist and stands, wheel dolly, drill press, tire iron, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to thirty-five to fifty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of fifty to one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Vehicle Lead Mechanic. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Vehicle Lead Mechanic.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with vehicle maintenance equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, vehicle maintenance equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Vehicle Lead Mechanic.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System and vehicle maintenance practices as they pertain to the performance of duties relating to the job of Vehicle Lead Mechanic. Has thorough knowledge of Transportation Department and vehicle maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date