

**Job Title:** LEAD VEHICLE MECHANIC  
**Reports to:** Transportation Coordinator  
**Dept./School:** Transportation  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** July 22, 2019

### **Primary Purpose**

Performs specialized mechanical repairs to ensure proper performance and safety of district vehicles; by using specialized equipment to evaluate mechanical problems with minimal supervision.

## **QUALIFICATIONS**

### **Education/Certification**

Associates Degree in Automotive Technology or Electronics Technology or ASE Master Automotive Certification  
Obtain AVC refrigerant recovery and Recycling Certification within the first 2 years  
Texas State Safety and Commercial Inspector within the first 2 years  
Valid Texas commercial driver's license (Class A or Class B with endorsement code P and code S)

### **Special Knowledge/Skills**

Advanced ability to diagnose mechanical problems and perform specialized field repairs with minimal supervision  
Advanced ability to operate equipment and tools involved in the specialized field of repair  
Ability to lift heavy equipment and vehicle parts  
Ability to pass alcohol and drug test  
Acceptable driving record

### **Experience**

Five years job related experience within specialized field of Automotive or Electronics or HVAC or related field

## **JOB PERFORMANCE STATEMENTS**

### **Maintenance and Repairs**

1. Use advanced automotive, electronics and HVAC diagnostic equipment to evaluate mechanical problems in vehicles.
2. Perform mechanical repairs.
3. Help mechanics complete major repairs.
4. Do welding and minor body work.
5. Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
6. Maintain accurate, updated records of preventive maintenance.
7. Inspect vehicles and evaluate condition of electronic systems, equipment, accessories, and lights; service as needed.
8. Demonstrate process of preventive maintenance and visual inspections to mechanic.
9. Perform preventive maintenance, including DEF regeneration using specialized electronic equipment according to established schedules.

## **Safety**

10. Operate tools, specialized equipment, and machinery according to prescribed safety procedures.
11. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
12. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
13. Help keep shop, equipment, and tools in safe operating condition.

## **Vehicle Maintenance**

14. Direct repair of all specialized mechanical repairs of district –owned vehicles and assist with plans for preventive maintenance.
15. Must be willing to assist with after hour vehicle repairs

## **Other**

16. Maintain accurate records of time and materials required to perform repairs and service with minimal supervision.
17. Operate buses and other vehicles as needed.
18. Work irregular hours as needed.
19. Drive for an assigned bus route as needed.
20. Exhibit punctuality and dependability in the workplace.
21. Perform other duties assigned by supervisor.
22. Maintain confidentiality of information.
23. Clean and sweep shop area

## **Supervisor Responsibilities**

24. Assist with mechanic helpers, mechanics, safety for personnel, security of building and support staff assigned to Transportation

## **EQUIPMENT USED**

Automotive diagnostic equipment in specialized field, wheel balancing equipment, HVAC equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment, school bus, and district vehicles.

## **WORKING CONDITIONS**

### **Mental Demands/Physical Demands/Environmental Factors**

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_