

**TITLE:** LEAD MECHANIC

**QUALIFICATIONS:**

1. High school diploma and recent supplemental training in subjects directly related to automotive/truck/bus mechanics
2. Experience equivalent to journeyman mechanic in repair of heavy duty diesel and gasoline motorized equipment
3. Ability to assign, prioritize and evaluate shop work
4. Knowledge of laws, rules and regulations related to school transportation
5. Ability to work effectively with staff and public
6. Knowledge of basic recordkeeping procedures

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To maintain district vehicles and equipment in safe operating condition

**PERFORMANCE RESPONSIBILITIES:**

1. Diagnoses, repairs, maintains and services equipment; performs general overhaul of engines; utilizes diagnostic equipment; performs motor tune-ups; maintains and repairs other miscellaneous equipment as assigned
2. In absence of shop foreman, diagnoses equipment repair and maintenance needs and assigns work to shop staff
3. Maintains accurate vehicle and shop records; orders parts and supplies as necessary
4. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to the current schedule; classified salary schedule, class 43

**EVALUATION:** Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

