



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

LEAD AUTOMOTIVE / DIESEL MECHANIC

JOB SUMMARY

Under general direction from the Vehicle Maintenance Supervisor, to schedule, assign and coordinate the maintenance, modification and repair of District vehicles [and when applicable, including those of other districts that contract for services]; to direct and personally perform skilled, journeyman level work in the diagnosis, overhaul, repair Under and preventive maintenance of diesel and gasoline powered vehicles; to assign and supervise the work of assigned workers, to assume responsibilities for the Shop in the absence of the Vehicle Maintenance Supervisor; to act as a working lead person; assist with Department budget preparation; and to do other related work as may be required.

ESSENTIAL FUNCTIONS

- Receive and write up descriptions of vehicle malfunctions, and perform preliminary diagnosis;
- Monitor safety and emission equipment to assure that standards set by the state are met;
- Distribute work assignments to workers;
- Train, guide, oversee and correct the work of assigned workers;
- Inspect work in progress and upon completion;
- Inspect and make determination for parts replacement, purchase parts and maintain parts stock room inventory; purchase fuel, oil tires, tubes and wheels and maintain tire inventory;
- Assist in developing specifications for new vehicles and equipment;
- Check road conditions; dispatch mechanics for road service calls;
- Maintain regular contact with Districts that contract service regarding servicing and maintenance programs;
- Participate in all phases of the work by performing overhaul, maintenance and repair on all vehicles;
- Maintain and monitor time, labor and material records, the preventive maintenance program and vehicle maintenance history files;
- Make periodic reports relating to the automotive maintenance shop, as required, to appropriate agencies and to the Vehicle Maintenance Supervisor;
- Assure that safety and health standards are observed;
- Assist the Vehicle Maintenance Supervisor in compiling the annual budget for the Transportation Department;
- Responsibilities will include tire shop, bus washing and vehicle housekeeping activities;

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Operational principles of gasoline and diesel powered engines;
- Methods, tools, equipment and parts used in the repair and maintenance of buses, automobiles and other vehicles;
- Operation and use of diagnostic equipment;
- Provisions of the California Motor Vehicle Code and Education Code sections as they apply to the operation of school buses and other District vehicles;
- Current State emission requirements;
- Principles and practices of supervision;
- Safe work practices and procedures.

ABILITY TO

- Perform highly skilled automotive mechanic work;
- Lead a group of mechanics in all phases of vehicle repair;
- Diagnose mechanical malfunctions;
- Work with minimal supervision;
- Perform repetitive tasks and manage multiple tasks;
- Maintain established pace;
- Make independent decisions;
- Estimate time and materials;
- Read and apply directions in operator's manuals and technical manual;
- Use parts catalogue and order parts and supplies correctly;

LEAD AUTOMOTIVE / DIESEL MECHANIC (continued)

EMPLOYMENT STANDARDS (Continued)

ABILITY TO: (continued)

- Keep abreast of new trends in the trade;
- Supervise and train assigned shop personnel;
- Perform and direct work procedures in a safe manner;
- Understand and follow oral and written directions;
- Add, subtract, multiply and divide in all units of measures, using whole numbers, common fractions, and decimals;
- Establish and maintain an effective working relationship with those contacted in the course of work.

EDUCATION

High School diploma or General Education Degree (GED) and possession of the knowledge and abilities listed above.

EXPERIENCE

Four (4) years of increasingly responsible experience in the repair and overhaul of gasoline and diesel powered vehicles, of which two (2) years must have been as a journeyman level mechanic. These years of experience should have included some supervisory experience

REQUIRED LICENSES AND/OR CERTIFICATES

- Possession of a valid Class B (commercial) California Driver's License;
- Maintain possession of such license during the course of employment;
- Have an acceptable driving record;
- Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above.

Physical Demands: Walk, stand, stoop, squat, kneel, bend, climb, reach (continuously); push, pull and twist (occasionally); lift up to 25 pounds alone, to 100 pounds with assistance (occasionally); grasp and manipulate tools / equipment (continuously); use seeing, hearing and speaking.

Working Conditions: Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; fumes or airborne particles; toxic or caustic chemicals' extreme heat (non-weather); vibration; outdoor weather conditions; loud noise (example; bus engines) and possible exposure to dust, wind and sun.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Classified Bargaining Unit Position.