

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Lead Mechanic**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>3</b>
<b>DEPARTMENT:</b> Garage and Transportation	<b>ACCOUNTABLE TO:</b> Fleet Maintenance Supervisor	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for troubleshooting and performing journeyman level repairs on either gas or diesel engines and related systems and for assigning and monitoring the work of other mechanics. Duties include: opening and closing the shop; prioritizing work orders; assigning work orders; assisting with inventory control; performing preventive maintenance on buses and other District vehicles; performing vehicle emissions tests; completing paperwork; and, diagnosing and repairing electrical, mechanical, braking, and air conditioning problems.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Lead Mechanic is the fourth level in a four level auto and equipment mechanic series. The Lead Mechanic is distinguished from the Mechanic in that the Lead assigns and monitors the work of other mechanics.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Opens and closes the shop and completes required paperwork.	Daily	A1
2.	Prioritizes and assigns work orders by determining what vehicles are out of service. Monitors work of mechanics.	Daily	B2
3.	Performs preventative maintenance, diagnoses, and repairs buses and District vehicles to include checking transmission, airbrakes, motor, electrical system, mechanical system, air conditioning system, tires, suspension system, and brakes.	Daily	B2
4.	Performs vehicle emissions tests on diesel engines in order to receive Arizona permit.	Monthly	A1

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5.	Assists with inventory control. Assists in the purchasing of automotive parts, including entry of parts in and out of computer.	Daily	A1
6.	Assists in training of Transportation Department Personnel in regards to maintenance issues.	As Required	A1
7.	Performs other duties of a similar nature or level.	As Required	N/B

**Knowledge** (position requirements at entry):

Knowledge of:

- State and federal school bus laws;
- Diesel and gasoline engines;
- Basic safety standards;
- Use of electronics such as volts, amps, current flow, short detection, and regulators.

**Skills** (position requirements at entry):

Skill in:

- Using an opacity meter;
- Repairing vehicles and air conditioning to include use of the appropriate tools;
- Diagnosing problems;
- Performing preventative maintenance;
- Using computers and related software;
- Prioritizing and assigning work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

Vocational training in an approved automotive program and four years of experience in repairing gas and diesel engines and related systems, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- ASE Master School Bus Technician certification; or must be able to obtain “Master” certification within one year from date of hire.
- Arizona Commercial Driver’s License with passenger endorsement;
- Arizona Environmental Quality Emissions Inspector License with fleet agent endorsement;
- Environmental Protection Agency (EPA) (CFC-12) Freon License.

**Physical Requirements:**

Positions in this class typically require: climbing, stooping, kneeling, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, and work space restrictions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

**Classification History:**

Revised by Kyrene School District Human Resources  
Date 2/00