

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
MECHANIC LEAD**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Garage & Transportation	B/2/3	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Mechanic is the fourth level in a four level series. Incumbents are responsible for performing journey-level repairs on gas and diesel engines and related systems for vehicles and serves as lead worker assigning and monitoring the work of other mechanics.</p> <p>Duties include activities such as opening and closing the shop; assigning work orders; performing inventory control; conducting preventative maintenance on District vehicles; performing vehicle emissions tests; diagnosing and repairing electrical, mechanical, braking and air conditioning problems; and completing necessary documentation for shop activities.</p> <p>Incumbents act as lead worker for other mechanics staff making work assignments and determining completion of work.</p> <p>The Mechanic Lead is distinguished from other mechanics staff in the focus on acting as lead worker for mechanics staff.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Provides oversight for mechanics operations and staff including opening and closing the shop; maintaining shop documentation; prioritizing and assigning work; training, and monitoring the work of others.	Daily 25%	B/2
Diagnoses and repairs electrical, mechanical, braking, and air conditioning problems in vehicles and completes related documentation.	Daily 25%	B/2
Performs preventative maintenance and repairs District vehicles including checking transmission, airbrakes, motor, electrical systems, mechanical systems, air conditioning, tires, suspension, and brakes.	Daily 25%	B/2
Performs inventory control including purchasing of automotive parts and related documentation.	Daily 5%	A/1
Performs vehicle emissions tests.	Monthly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	



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Training And Experience:

High School Diploma or GED, vocational training in an approved automotive program, and four years experience repairing gas and diesel engines and related systems for vehicles less than and more than 10,000 lbs. G.V.W. are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Commercial Driver's License with P&S endorsement;
- ASE Master School Bus Technician certification within one year of hire;
- AZ School Bus Driver's Certificate;
- CPR Certificate with AED;
- First Aid Certificate;
- AZ Environmental Quality Emissions Inspector License with fleet endorsement;
- Environmental Protection Agency (EPA) (CFC-12) Freon License.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Vehicle maintenance and repair practices and techniques;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Operating vehicle maintenance and repair equipment and tools;
- Driving a school bus;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, 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, work space restrictions, and travel.

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 force constantly to move objects.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

