

## Union Public Schools Job Description

**Position Title:** Lead Mechanic  
**Department:** Transportation  
**Reports To:** Director of Transportation

**FLSA Designation:** Non-exempt

**SUMMARY:** To facilitate and participate in all garage activities pertaining to the preventative maintenance and repairs of all school vehicles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- General repair work on all vehicles: school buses, pickup trucks, vans, cars, tractors, and any or all other vehicles.
- Replaces and/or repairs all internal and external engine parts, main bearings, cooling systems, fuel systems, exhaust systems, ignition systems, etc.
- Inspects, adjusts, repairs and overhauls brakes, differentials and rear assemblies.
- Keeps engines tuned to manufacturer's specifications.
- Repairs and replaces tires as required.
- Installs all equipment necessary to the safe operation of buses and driver's education cars, such as dual brake kits and wheelchair security devices.
- Repairs and replaces all seats and seat covers as necessary.
- Responds to emergency road calls from disabled equipment and repair on site or see to the proper towing of the equipment to the maintenance garage.
- Overhauls engines and repairs maintenance equipment.
- Keeps work area clean, and free of debris that could result in injury to self or another employee.
- Drives bus routes as assigned by the Director of Transportation or his designee.
- Performs all required inspections on all vehicles.
- Completes and submits all paperwork, work orders, inspection sheets, PM sheets, etc.
- Services vehicles as scheduled.
- Schedules, directs and inspects all repairs done by mechanics.
- Maintains files on all vehicles and submit reports to the Director of Transportation or his designee.
- Directs preventive maintenance program for all vehicles.
- Recommends specifications for purchases of vehicles, supplies, parts and services.
- Prepares and submits bids for purchase of shop supplies, parts, tools, and services by commercial vendors to the Director of Transportation.
- Follows all Union Public Schools Board policies and transportation procedures.
- Measures and records all fuel levels in fuel storage tanks as required.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Need experience working on gasoline and diesel engines, transmissions, brakes, and all other aspects of heavy duty trucks, pickups, and automobiles. Must have working knowledge of the standard practices and tools associated with automotive and heavy duty diesel and gasoline engines. Should have working knowledge of air brake systems.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Class A or B Commercial Driver's License with passenger endorsements/air brake qualifications and a valid State Department of Education School Bus Driver Certificate to drive school buses. Must obtain a State Inspection Certificate. Must be able to successfully complete all training and pass all written and skills exams associated with the job or certification in any particular aspect of the job.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to complete routine reports.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret complex instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to pass an annual physical exam and to pass all required drug screenings. Ability to establish and maintain effective working relationships with District employees. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, use finger, handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to reach with hands and arms, lift, pull or push for prolonged times. The employee is frequently required to sit. The employee must frequently lift and/or move up to 100 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works near moving mechanical bus and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gas and diesel fumes and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to airborne particles. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually loud and occasionally very loud.