



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: Lead Mechanic

Position Type: Classified	Department: Transportation
Salary Schedule: Classified	Reports to: Transportation Administrator
Salary Range: 36	
Term of Employment: 12 months	Date: July 17, 2018
Shift: Day/Night	Approved by: Human Resources

POSITION SUMMARY:

Directs and supervises a variety of highly skilled tasks in the maintenance and repair of school vehicles.

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.

ESSENTIAL FUNCTIONS:

- Coordinates the schedule of work and establishes priorities for self and subordinate-level workers on a daily or weekly basis.
- Resolves technical and work-procedure problems and questions presented by subordinate-level workers.
- Instructs, guides and counsels subordinate-level workers in carrying out a variety of tasks.
- Reviews, verifies, inspects and evaluates work of subordinate-level workers for quality control.
- Orders and re-orders parts and supplies as needed.
- Certifies all vehicles for State Emission requirements.
- Carries out supervisory responsibilities in accordance with the District's policies and procedures.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.
- May be required to work evenings and weekends.

SUPERVISORY RESPONSIBILITIES:

- Supervises all mechanics. Is responsible for the overall hiring, direction, coordination, and evaluation of this unit.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to apply concepts of basic algebra and geometry.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Must have knowledge of methods and techniques of automotive equipment, maintenance and repairs, including electrical repair, engine overhaul, brakes, transmission-front and rear end and cooling system repair.
- Must have skill in evaluating and determining causes for mechanical equipment failure.
- Must have skill in work management and work leadership.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Certified Emission Technician

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED); or
- Two year college or technical school degree or the equivalent; or
- Six months to one year related experience and/or training; or
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear.
- Must occasionally sit, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.