

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Lead Mechanic	<b>Department:</b> Transportation	<b>Unit:</b> Mechanics
<b>Immediate Supervisor:</b> Transportation Supervisors	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt

#### Job Summary:

Under the direction of the Transportation Supervisor, the Lead Mechanic is responsible for coordinating, participating in and leading the operations and Mechanics engaged in the repair, maintenance and servicing of District buses, vehicles, and equipment. Duties of the position include the diagnosis, repair, maintenance and servicing of District vehicles, buses, tractors, and equipment; leading and coordinating the work of mechanics; ordering and maintaining shop inventories of parts and supplies; assisting in the preparation of bid specifications for buses and new equipment; and for providing contracted repair and maintenance services for other public entities.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates and leads mechanics in the repair, maintenance and services of all District buses, vehicles, tractors, mowers, or other equipment. Provides contracted service and repair for police/fire or other cities as established by the Transportation Director.
  - Determines schedule of workflow and priorities within the shop.
  - Monitors work to assure compliance with proper work and safety procedures and methods.
  - Assigns duties and responsibilities to repair personnel.
  - Participates in interviewing and selecting mechanics.
  - Deals with Bus Driver complaints and repair needs.
2. Participates in the diagnosis, troubleshooting, repair and servicing of District buses, vehicles and related equipment. Makes recommendations concerning the cost effectiveness of repairs or replacement alternatives. Locates and purchases equipment or parts to perform repairs.
3. Maintains parts, supplies and fuel inventory purchases for the shop and the District. Assists the Transportation Director in the preparation of bid specifications for new buses and major equipment purchases. Monitors and assures operating costs are reasonable and efficient.
4. Maintains and keeps all repair and maintenance records, files and related service and maintenance documents. Provides billing information for charge back services.
5. Keep service area clean and free of fire hazards and dangerous working conditions according to OSHA standards, laws and District policies/procedures.
6. Coordinates bus and safety inspections with the State Patrol. Addresses any concerns or issues resulting from inspections.
7. Performs other duties of a comparable level or type, as required.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.) Trade or Vocational Training	
	less than high school diploma		<b>Major field of study or degree emphasis:</b> Gas and Diesel Repair and Maintenance (Vehicle, Buses, Trucks)
	High school diploma or GED.		
	1 year college	x 2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Techniques, practices and methods of used in the diagnosis, repair and maintenance of equipment, truck, and bus.</li> <li>• Fundamentals of inventory control, purchasing and parts ordering procedures. Warranty policies, fleet operation practices and procedures.</li> <li>• District procedures, practices, and regulations in regard to equipment and vehicle repair.</li> <li>• Laws, rules and guidelines pertaining to the conduct of safety inspections and shop operating requirements.</li> <li>• General computer knowledge to maintain and update department files, purchases, repair manuals, records, files and documents.</li> <li>• Knowledge of vehicle and equipment values, life cycles, and general budgetary issues.</li> </ul>
	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of 5 years experience in the repair and maintenance of buses, trucks, vehicles and equipment.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> ASE Master Technician Certificate for Truck & School Bus; MN DOT Certification Truck Inspection; Class A Driver's License with School Bus, Passenger and Air Brake Endorsement.	
<b>INDIRECT SUPERVISION:</b>			
<b>Number of employees indirectly supervised:</b> Mechanics			<b>Total:</b> 3



<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Establishing and maintaining effective working relationships with department personnel, supervisors, vendors, other District employees, or representatives of contracted entities.</li> <li>• Diagnosing, repairing, troubleshooting and maintaining autos, trucks, and/or construction equipment and using the tools, equipment, and vehicles associated with this work and determining the most effective and repair options and procedures.</li> <li>• Preparing reports, and maintaining records relating to repair and maintenance tasks and to purchasing and inventory control.</li> <li>• Writing product specifications and coordinating bid processes.</li> <li>• Coordinating, scheduling, training and coordinating the work of self and others.</li> <li>• Operating trucks, heavy equipment and other vehicles, and using the tools associated with the trade.</li> <li>• Implementing shop operations in accordance with OSHA and safety standards and requirements.</li> <li>• Maintaining a safe working environment.</li> <li>• Working independently with little supervision.</li> </ul>
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**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs		X		
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance			X						
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Heavy Work:**  
Exerting up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Duties of the job involve performing tasks in restricted, confined and difficult work spaces; is subject to burns, cuts an sharp objects; is subject to injuries from moving parts on equipment; is exposed to fumes/exhaust, solvents, and chemicals; duties occasional involve working in and around high-speed traffic, inclement weather conditions, hot and cold temperatures, noise, dirt, dust, and heavy lifting.</p>
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**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**
**Date**

**Classification History:**  
 Created classification description 5/2016 BCC

