



## Lead Mechanic Job Description

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**Job Title:** Lead Mechanic

**Reports to:** Shop Foreman/Director of Transportation

**Dept./School:** Transportation

### **Primary Purpose:**

Perform major mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles.

### **Qualifications:**

#### **Education/Certification:**

Valid Texas commercial driver's license (Class B)

#### **Special Knowledge/Skills:**

Advanced knowledge of diesel and fuel engine maintenance and repair  
Ability to diagnose mechanical problems and perform repairs independently  
Ability to operate equipment and tools involved in vehicle repair  
Ability to lift heavy equipment and vehicle parts  
Ability to pass required bus driver safety training and physical  
Acceptable driving record

#### **Experience:**

Five years experience as mechanic

### **Major Responsibilities and Duties:**

#### **Maintenance and Repair**

1. Evaluate mechanical problems in vehicles using diagnostic equipment.
2. Help mechanics evaluate minor mechanical problems, and inspect repairs completed.
3. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, etc.
4. Check and repair electrical and cooling systems, and install heaters and similar accessories.
5. Do welding and perform minor body work.
6. Estimate time and materials required to perform major repairs.
7. Analyze engine performance and perform tune-ups as needed.
8. Perform routine vehicle maintenance and preventive care.
9. Maintain accurate, updated preventive maintenance records.



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10. Help train mechanics and mechanic helpers.

### Safety

11. Operate tools, equipment, and machinery according to prescribed safety procedures.
12. Follow established safety procedures and techniques to perform job duties.
13. Ensure shop, equipment, and tools are in safe operating condition.
14. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

### Other

15. Operate buses and vehicles as needed.
16. Work irregular hours as needed.
17. Maintain accurate records of time and materials required to perform repairs and service.
18. Other duties as assigned.

### Supervisory Responsibilities:

Monitor and direct work of mechanics and mechanic helpers.

### Equipment Used:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, torch, jack, and lift equipment. School bus and district vehicles.

### Working Conditions:

#### **Mental Demands/Physical Demands/Environmental Factors:**

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_