



JOB DESCRIPTION
**LEAD MECHANIC
TRANSPORTATION**

JOB DESCRIPTION CREATION / REVISION DATE: 4/18/2018

POSITION TITLE: Lead Mechanic

DEPARTMENT: Transportation

REPORTS TO: Shop Foreman

SUPERVISES: N/A

POSITION GOAL(S):

To provide the safest mode of transportation for the students of School District U-46 through the highest level of maintenance and repair standards.

JOB DUTIES / ACCOUNTABILITIES:

1. Oversee mechanics and shop personnel on AM or PM shifts.
2. Prioritize work for efficiency and attention to detail.
3. Support compliance with shop policy; such as break and lunch times, lock out/tag out systems, and all other departmental procedures related to shop operations.
4. Support and maintain a structured, cooperative and accountable atmosphere.
5. Directly, consistently and regularly monitor the down list, repair request list (or equivalent), fleet maintenance software (CFA or equivalent) and key rack tags for accuracy.
6. Perform maintenance, diagnostics, and repairs on district vehicles, including but not limited to the following systems and their components: air conditioning, brakes, drivetrain, electrical, engines, exhaust, glass, suspension, tires, and transmissions.
7. Perform body and structural work as needed.
8. Perform all categories/levels of preventative maintenance, as well as IDOT mandated brake inspections.
9. Maintain vehicle compliance utilizing the Illinois Department of Transportation and federal standards.
10. Maintain the highest level of work performance and complete repairs as assigned, while upholding the highest safety standards to ensure the safest possible transportation of students and staff.
11. Maintain a clean and organized shop area.
12. Maintain an appropriate set of personal job related tools.
13. Possess the ability and knowledge to safely operate the district tow truck(s) while performing road calls.
14. Obey all traffic laws and department guidelines when operating district owned vehicles.
15. Assist with snow removal.
16. Must be able and willing to work a flexible schedule, including: weekends, additional and various hours as needed.
17. Prepare and submit accurate and timely repair and maintenance records on a consistent basis.
18. Work independently while contributing to a positive and professional "team effort."

19. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Must have the ability to multi-task and work well under pressure while remaining professional and responsible at all times.
2. Must have knowledge and understanding of diesel and gasoline vehicle repairs and maintenance.
3. Knowledge of State and Federal mandated requirements regarding the repair and maintenance of school buses.
4. Must have the ability to listen effectively and speak respectfully when communicating with other co-workers and supervisors.
5. Four (4) years fleet maintenance and repair experience on medium/heavy-duty vehicles preferred.
6. Must have a valid driver's license and clean MVR, and ability to obtain a Class A license with airbrake and passenger endorsement within 6 months of employment.
7. Must be at least 21 years of age.

EDUCATION:

1. High school diploma or equivalent required.
2. Auto/Diesel/Industrial vocational trade school preferred.
3. Bilingual - Spanish/English (written/verbal) preferred.

PHYSICAL DEMANDS:

1. Ability to bend, kneel, and lift at least 50 pounds during the course of the normal work day.
2. Ability to effectively work within an often overcrowded, noisy, and distracting environment.
3. Ability to maintain balance while climbing and/or standing on a ladder.
4. Ability to physically work in small, confined areas.
5. Ability to work in extreme weather conditions and long hours.

TERMS OF EMPLOYMENT:

This is a 12 -month position. Salary and benefits agreed upon per District U-46 Transportation Union and the School District U-46 Board of Education.

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of Support Service personnel.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____