

# DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

**Job Title:** Lead Mechanic  
**Job Family:** Transportation Services  
**Department:** Transportation  
**Typical Work Year:** 12 months

**Pay Grade:** ESP Salary Schedule  
**FLSA Status:** Non-exempt  
**Prepared Date:** July 1, 2015, rev. 7/1/18

**SUMMARY:** Oversee daily operations of fleet maintenance, including prioritizing, scheduling, and assigning repairs, maintenance, and inspections for the District fleet; overseeing and assisting with repairs; training and assisting fleet mechanics; responding to after-hour emergencies; maintaining records and other requirements; completing vehicle and equipment specifications; and attending trainings and classes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES :** *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. Frequency of duties, percent of time and work year may vary based on departmental needs.*

- |         |     |   |
|---------|-----|---|
| D       | 30% | Prioritize, schedule and assign repairs, emergency repairs and preventative maintenance for the entire district fleet. Schedule/perform State and Federal mandatory inspections. Oversee and assist with repairs.   |
| D       | 15% | Assist mechanics including ongoing training for troubleshooting and repairing vehicles. Ability to diagnose and repair all types of vehicles and equipment to include but not limited to diesel /gasoline engines, drive-train systems, suspension and steering, heating and cooling systems, airbrakes, wheelchair lifts, etc. |
| M       | 15% | Monitor and maintain all records, certificates, licenses, forms, registrations and emission requirements as required by the Colorado Department of Education, Transportation Unit and Federal Motor Carrier Safety Regulations.   |
| M       | 5%  | Research and write vehicle and equipment specifications for transportation, Materials Management and Maintenance Departments. Attend training and classes as needed.  |
| D       | 10% | Arranges and coordinates training and provides mechanical advice and assistance to mechanics.   |
| A       | 5%  | Assist in the evaluation of mechanics.  |
| D       | 10% | Coordinates with management for purchases of vehicles, shop equipment, and supplies. Review and authorize purchases for mechanics within guidelines. Ensuring transactions meet district guidelines.  |
| W       | 5%  | Respond to after-hour emergency repairs.  |
| Ongoing | 5%  | Perform other duties as assigned including drive buses as needed, perform building maintenance, assist with snow removal in the winter  |

**EDUCATION AND TRAINING:** High school diploma or equivalent.

**EXPERIENCE:** Minimum of five years of experience in vehicle maintenance repairs including medium/heavy duty diesel engines.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Criminal background check required for hire.
- Colorado Commercial driver's license (CDL) with Class B and P2S endorsement required within one month after entering position.
- Current ASE certification in all areas of school bus service
- Current CDE inspector qualification certificate (including air brake) required within six months of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced mechanical repair skills.

- Critical thinking and problem solving skills.
- Basic math and computer skills.
- Written communication skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to drive and operate a school bus and other fleet vehicles.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively as a member of a team.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with tire mounting equipment, grinders, welders, torches, and lifting equipment.
- Operating knowledge of car brakes.
- Operating knowledge of engine diagnostics, computers, scanners, and lab scopes.
- Operating knowledge of and experience with personal computers and peripherals.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Director of Transportation

**Direct Reports:** This job has no supervisory responsibilities

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** This job has no budgetary responsibilities.

*The physical demands, work environment factors, and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Taste	X			
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	

Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts				X
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals			X	
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date