

## VISTA UNIFIED SCHOOL DISTRICT

### LEAD VEHICLE AND EQUIPMENT MECHANIC

#### **Purpose Statement**

The purpose of a Lead Vehicle and Equipment Mechanic is to provide organization and coordination of the maintenance and repair of District vehicles and equipment; provide journey-level mechanical services with specific responsibility for inspecting, diagnosing, repairing, and performing routine maintenance of a variety of heavy and light District vehicles and equipment including gasoline, diesel, and alternate fuel powered equipment and grounds maintenance equipment; ensure completion of projects in accordance with trade standards; train and provide work direction to assigned staff; ensure that tools and materials are available at job site.

This job reports to the Director of Transportation.

#### **Essential Functions**

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information, determining and monitoring the appropriate course of action, and ensuring project success.
- Confers with immediate supervisor and assists with the coordination of day to day activities (e.g., work orders, work direction to other assigned staff, etc.) for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner and maximizing the efficiency of the workforce.
- Coordinates with supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses, overhauls, maintains, and repairs a wide variety of vehicle systems and components (e.g., diagnoses service or repair needs, repairs and replaces diesel/gasoline engines, automatic and manual transmissions, differentials, clutches, air and hydraulic brake system components, drive shafts, drive axle components, valves, transfer cases, universal joints, emission controls, coils, alternators, starters, ignition systems, etc.) for the purpose of ensuring the availability of vehicles in a safe operating condition.
- Drives school buses of varying sizes and complexity for the purpose of performing road tests and responding to emergency situations.
- Estimates labor, materials, and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects within a defined budget.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Informs supervisor and staff regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and/or complying with building and health and safety regulations.
- Maintains tools, equipment, and/or shop area (e.g., maintains parts inventory and shop stock, cleans and maintains shop area, etc.) for the purpose of ensuring the availability of tools and equipment and safety within the workspace.
- Maintains vehicles (e.g., maintains appropriate levels of fuel and oil, monitors and maintains adequate air pressure in tires, cleans interior and exterior of vehicles, picks up and disposes of trash and debris, etc.) for the purpose of ensuring availability of vehicle in a safe operating condition.

- Monitors and inspects the work of assigned staff and outside contractors for the purpose of ensuring that the projects are satisfactorily completed within district specifications and identifying preventive maintenance requirements.
- Operates a variety of specialized electronic diagnostic equipment and machinery for the purpose of diagnosing vehicle malfunctions and determining needed vehicle repairs and/or replacements.
- Performs journey-level mechanical work for the purpose of providing safe vehicles and equipment for use by district staff.
- Performs routine maintenance checks and inspections (e.g., oil changes, tire rotations, break checks, changes and balances tires, checks fluid levels, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares manual and electronic records and reports (e.g., parts and supply inventory, inspection records, mileage logs, repair and maintenance logs, parts lists, invoices, warranty claims, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.
- Provides work direction to staff as assigned for the purpose of ensuring that the projects are satisfactorily completed and within district specifications.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete necessary installation and/or repairs.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.
- Secures shop, tools, and equipment for the purpose of minimizing property damage and loss and liability.
- Trains assigned personnel on procedures and related services for the purpose of providing direction and developing professional and safety awareness skills.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required for off-site repairs.

### **Other Functions**

- May drive school buses of varying sizes and complexity for the purpose of transporting passengers over scheduled routes to and from school and/or special excursions in a safe and timely manner.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- diagnosing equipment malfunctions;
- estimating required resources;
- handling hazardous materials;
- inspecting equipment;
- mechanical aptitude;
- operating equipment and tools used in skilled trades, including power and hand tools;
- operating light and heavy duty vehicles;
- operating standard office equipment including using pertinent software applications and office technology;

- operating tools and equipment used in vehicle maintenance;
- planning and managing projects;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- health and safety regulations;
- job-related codes/laws/rules/regulations/policies;
- methods of storage and removal of hazardous materials;
- methods and techniques used in the repair and operation of light and heavy duty vehicles;
- operating standard office equipment including utilizing pertinent software applications;
- principles and operation of gasoline, diesel, and alternative fuel powered machines;
- proper methods of storing equipment, materials, and supplies;
- proper use and maintenance of tools and equipment used in vehicle repair and maintenance;
- recordkeeping and record retention practices;
- safe driving practices;
- safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- inspecting vehicles and equipment;
- meeting deadlines and schedules;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working under time constraints;
- working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant physical exertion; significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling,

crouching, and/or crawling, significant fine finger dexterity. Generally the job requires 15% sitting, 15% walking, and 70% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:** Graduation from high school or equivalent and six years of journey-level experience in automotive or diesel maintenance and repair.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Valid California Class A or B commercial Driver License with passenger and air brake endorsement.

School Bus Driver California Special Driver - School Bus Certificate issued by the Department of Motor Vehicles.

Valid DMV Medical Certificate (Forms MCSA-5875 and 5876).

Valid First Aid/CPR Certification.

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Revised: 08/20/2019

**Salary Grade**

Classified, Range 60