



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Vehicle Mechanic Lead**
 Job Family: **Transportation**
 Prepared/Revised Date: **March 9, 2016**

FLSA Status: **Non-Exempt**
 Pay Range: **TP55H**
 Job Code: **62903**

SUMMARY: Position will oversee, coordinate and supervise scheduled and non-scheduled preventative maintenance and repairs to district vehicles and equipment including school buses, trucks, and automobiles. Conduct inspections using specific procedures set by district and State requirements. Ensure quality control and evaluation of preventive maintenance and repair of district vehicles. Perform safety repairs in accordance with Local, State (to include CDE) and Federal laws and Poudre School District (PSD) procedures. Position will provide continuous supervision in the absence of the vehicle maintenance manager.

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 department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Diagnose and repair all types of vehicles and equipment including but not limited to, diesel and gasoline engines, drive train systems, suspension and steering, heating and cooling systems, airbrakes, electrical systems, and wheelchair lifts. Perform preventative maintenance and State inspections.	D	30%
2. Oversee diagnostics and testing on vehicles to determine necessary repairs, parts needed and operating efficiencies.	D	20%
3. Work in collaboration with vehicle maintenance manager to prioritize, schedule and assign scheduled preventative maintenance and repairs, emergency repairs, State and Federal inspections for the district fleet, and to appraise current status of vehicle repairs.	D	8%
4. Respond to fleet vehicle accidents and after-hour emergency repairs.	D	1%
5. Attend work and arrive in a timely manner.	D	1%
6. Assist vehicle maintenance manager with regular shop safety meetings. Promote communication and collaborative processes that stimulate fleet employees to contribute ideas, participate in decision making, problem solving, and strive for improvement in quality and quantity of department programs and customer service.	W	10%
7. Work in collaboration with vehicle maintenance manager for purchase of vehicles, shop equipment and supplies. Review and authorize department purchases ensuring transactions follow applicable and associated administrative district policies and guidelines. Evaluate and maintain warranty compliance to ensure maximum reimbursement and avoid unnecessary budget costs. Negotiate with and monitor vendors for outsourced services.	W	10%
8. Support and advise vehicle maintenance manager and vehicle technicians with monitoring and maintaining records, certificates, licensures, forms, registrations, fuel tank inspections and emission requirements as required by CDE and Federal regulations	W	10%



9. Work in collaboration with the vehicle maintenance manager to support educational opportunities through ongoing professional development and training programs. Provide training for all transportation personnel to keep current with new technology and methods.	M	5%
10. Work in collaboration with vehicle maintenance manager to administer vehicle technicians' annual evaluations. Assist with interviewing, hiring and training processes.	A	2%
11. Substitute as a bus driver when necessary	Q	1%
12. Perform other duties as assigned.	Ongoing	2%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or GED plus specialized technical courses in automotive mechanics required
- Minimum of 6 years of experience as vehicle mechanic on diesel and gasoline engines required
- Must meet all requirements of and currently be employed as a Vehicle Auto Mechanic II within PSD to be eligible for this position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Successful completion of the district approved physical strength and agility test is required prior to hire
- Commercial driver's license (CDL) class B with P2 and S endorsement
- CDE school bus inspector certification including air brakes
- CDE third party tester qualification certificate
- Preferred or ability to obtain:
 - Colorado diesel opacity license
 - Colorado State gasoline and diesel emissions inspector's license
 - CDE Brake Inspector certificate
 - ASE school bus master certificate or ASE truck master certificate

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- English language and writing skills
- Interpersonal relations skills that models honesty and integrity; fosters self-motivation and enables and entrusts others to do their best
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Skills to maintain and repair gas and diesel engines, drive trains, frames and chassis, brakes, tires, wheels, ignition systems, emission systems, fuel systems including carburetion and fuel injection systems, electrical systems, computer control systems, and pumping and holding systems as per manufacturer specifications and requirements.
- Ability to analyze and troubleshoot mechanical problems correctly
- Basic math skills
- Work a flexible schedule as assigned
- Operating knowledge and competence in auto and truck mechanics and the ability to read and understand technical manuals and computer diagnostic equipment
- Ability to provide appropriate tools
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures



- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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 district approved software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc.
- Ability to use diagnostic and maintenance tools
- Operate oxygen-acetylene and welding equipment
- Knowledge of diagnosing and repairing both gas and diesel engines
- Knowledge of diagnosing and repairing ignition systems, emission systems, fuel systems, and electrical systems
- Ability to safely operate a school bus

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Vehicle Maintenance Manager and Director of Transportation	
Direct reports:	This job has no direct manager responsibilities.	0

- Responsible for assisting with planning and addressing complaints and resolving problems. Reporting neglect and/or misuse of District equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 Time			
	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 Time			
	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 Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	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	X
Very Loud	