

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Job Title _____ Mechanic Lead (Non-Bus) _____
Supervisor's Title _____ Mechanic Foreman _____
Date Prepared 12/79 _____ **Date Reviewed** 11/86 _____ **Date Reviewed** 6/99 _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Aprvl _____ **GCEA Review** _____ **HRM Aprvl** _____ **Supt Aprvl** _____
Location _____ **Lane** _____
Implementation Date _____ **ADA Review** _____

Job Summary

The Mechanic Lead supervises the general fleet maintenance (non-bus) garage, body shop, lube and tire shop. Supervises, assists and participates with mechanics in resolving complex problems of maintenance, repair and replacement in district vehicles. Keeps an accurate record of work done on all vehicles. Prepares and recommends annual budget. Prepares and monitors maintenance schedules. Prepares and enters invoices and work orders in computer. Responsible for maintaining accuracy of computer inventory record. Maintains continuity of department in the absence of the Foreman. Conducts procurement procedures for area of responsibility.

Essential Functions

1. Processes paperwork (bids, ordering parts, maintaining inventory, work orders, etc.).
2. Prepares and recommends annual budget for department and submits to Director.
3. Responsible for supervision of maintenance garage, lube and tire shop, and oversees non-bus work at body shop.
4. Allocates work for repair and maintenance of vehicles.
5. Recommends timely replacement of vehicles and equipment due to age and condition. Recommends type, style and make of replacements.
6. Maintains parts room, counts inventory and keeps records.
7. Maintains scheduled preventive maintenance through keeping records of services performed on all vehicles and prepares schedules for future.
8. Oversees, assists mechanics and participates with them in performing major and minor repair work on all types of vehicles, industrial equipment and generator units.
9. Safety inspects and maintains records and reports of vehicles for the Utah Motor Vehicle annual inspections.
10. Performs IM inspection on all gasoline and diesel (non-bus) vehicles on annual basis and keeps records and reports for the Board of Health.
11. Performs emergency services as required. Must work some irregular hours..
12. Obtains bids on wrecked vehicles and work needed done by outside service company. Contacts vendors for quality and price comparisons.
13. Maintains continuity of department in absence of the foreman.
14. Maintains time and attendance sheets and reports for staff.

15. Trains drivers and operators of new equipment.

Non-Essential Functions

Occasionally performs other duties as assigned within skill level.

Required Knowledge, Skill and Ability

Requires ability to use with competence all mechanical hand tools, small and large power tools, machine tools, calipers, computerized scanners, micrometers, ohmmeters, ammeters, oscilloscope, gauges (vacuum and pressure), cutting equipment, welding and brazing equipment, brake-lathe machine, valve grinding machine, ladders, pipes, wire, sheet metal, sharpening tools, cleaning equipment, emission control test equipment, cylinder head reconditioning tools and front end alignment machine, etc. Must understand and use schematics and flow charts.

Must be skilled in verbal and written communication, math and interpersonal skills. Must also be able to use computer, general office equipment, supplies, ledgers and maintain inventory records, state inspection records, IM records and communication with the State Highway Patrol and Board of Health.

Minimum Entrance Requirements for Training and Education

Requires high school education or equivalent. Must have an additional two years formal training in all aspects of vehicle mechanics as required by the district apprenticeship program. An Associate Degree in Applied Science is preferred. Must be certified and licensed as a state vehicle and IM inspector. Must keep abreast of new developments in trade through continuing education, manufacturer seminars and other sources.

Minimum Entrance Requirements for Prior Experience

Must complete a carefully monitored four year apprenticeship as outlined by the district apprentice program and one year as a practicing journeyman with demonstrated competence.

Decision Making Authority

Must supervise tasks that are sometimes complex and require analytical thinking and problem solving. Determines and monitors maintenance schedules. Makes decisions as to repair or replace in a variety of complex situations involving quality and safety. Makes and/or recommends employment status decisions.

Determines maintenance and repair needs for expensive shop machinery and equipment. Assures through appropriate assignments the cleanliness of the premises and the safety of all personnel.

Interaction with Others (Non-Supervisory)

Has extensive interaction with school and district officials, drivers, parents and some students.

Supervision

Incumbent currently supervises a staff not exceeding 8 full time employees. On occasion this staff will increase by as many as 10 to accommodate temporary and seasonal workers. Monitors progress of apprentices to ensure that district apprenticeship and training standards are maintained. Must be able to motivate and encourage subordinates to promote a positive and productive work environment.

Responsible for deciding what work should be done, when and who should do it. Must plan ahead to make certain that inventory is on hand and all personnel have productive tasks during the work day.

Working Environment

Flow of work is constant and requires accuracy and concentration. There is a variety of paper work such as ordering parts, reports to the district, state and county offices. There are many involuntary interruptions. District emergencies will require occasional irregular working hours. May occasionally work in conditions of heat, cold, high humidity, dust, dirt, grease, oil, noise and may be exposed to high voltage, chemicals and required to work in confined spaces.

Physical Demand Characteristics

Frequent physical effort is required in the work of mechanics. Handling items of 20-50 pounds is normal. Some lifting and moving is required, but does not exceed 100 pounds.