

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Job Title _____ Bus Shop Lead Mechanic _____
Supervisor's Title _____
Date Prepared 6/99 **Date Reviewed** _____ **Date Reviewed** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Aprvl _____ **GCEA Review** _____ **HRM Aprvl** _____ **Supt Aprvl** _____
Location Bus Shop _____ **Lane** _____
Implementation Date _____ **ADA Review** _____

Job Summary

Supervises all aspects of bus maintenance and repair including journeyman, apprentice mechanics, hourly helpers and employees in the body and upholstery shops. Oversees and participates in performing preventive and general, on-going, repair and maintenance of school bus fleet. Oversees and participates in training bus operators in pre-trip and post-trip inspections and in the operation and maintenance of the school buses. Maintains records of work performed on the school bus fleet and maintains parts and supplies inventory. Maintains continuity of fleet operations in the absence of the Fleet Manager. Monitors apprentice progress within district school bus apprentice program.

Essential Functions

Supervises bus shop, body shop and upholstery shop personnel. Makes specific work assignments for maintenance and repair. Oversees and participates in performing preventive maintenance inspections and the repairs required on school buses.

Oversees, participates and assists mechanics and other personnel in all phases of school bus repair and troubleshooting. Determines which repairs should go to outside shops (warranty work and specialty components).

Maintains parts and supplies inventories.

Maintains records for all maintenance and repairs on school bus fleet (including safety inspection records).

Obtains bids from and audits performance of outside contractor repair shops.

Trains new Bus Shop personnel in shop procedures and in school bus maintenance and repair.

Forecasts future needs of the three shops for parts, tires, lubes, supplies, etc. for annual budgeting purposes and to justify open purchase order for coming year.

Recommends specifications for new school buses to Director of Transportation and

identifies existing school buses that should be removed from fleet due to age and condition.

Assists in the training of school bus operators in pre-trip and post-trip inspections and in the operation of the school bus.

May be required to wear pager to share 24 hour emergency road call assignment for district school busses (and buses from any other district in the state) that may need assistance in the service area.

Oversees and coordinates Utah State Safety Inspection program for district school buses and for the semi-annual Utah Highway Patrol safety inspection...

Non-Essential Functions

Occasionally other duties as assigned within skill level.

Required Knowledge, Skills and Abilities

Must have a working knowledge of appropriate hand tools, power tools, measuring devices and testing equipment unique to school bus repair and maintenance. Needs skill in oral and written communication and interpersonal relations. Must know the vendor market, the type and quality of work done, the various capabilities of vendor shops. Needs basic word processing, general office equipment and computer input and retrieval skills.

Minimum Entrance Requirements for Training and Education

Requires high school diploma or equivalent plus two years of formal training in mechanics
Must be certified State Vehicle Inspector. Must maintain valid Commercial Drivers License with passenger, air brake and school bus endorsements. Must pass random drug and alcohol test. Must attend update classes and seminars as needed.

Minimum Entrance Requirements for Prior Work Experience

Requires a four year carefully monitored apprenticeship and one year as a practicing journeyman with demonstrated and documented competence.

Note: The district administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

Decision Making Authority

Supervises tasks that are sometimes complex and require analytical thinking and problem solving. Determines and monitors preventive maintenance schedule. Participates in personnel decisions such as promotion, retention, performance evaluation. Determines repairs, replacements needed. Orders parts and materials needed. Makes work assignments and monitors performance. Determines safe and effective approaches to needed repairs. Checks quality and timeliness of work of outside shops. Monitors and decides work conditions to ensure safety of mechanics and bus drivers. Makes decisions that attempt to accommodate feelings and opinions of shop personnel, bus drivers and supervisors.

Interaction with Others (Cooperative, Non-Authority)

Interacts with school and district officials, parents, students, maintenance departments, bus drivers, vendors and personnel in outside shops.

Supervision

Assigns work (and maintains balance in work assignments), motivates, trains, disciplines, evaluates bus shop, body shop and upholstery shop personnel. Supervises the work of journeymen, apprentices and hourly helpers (currently 8 full time, 3 part time and additional hourly help in the summer). Monitors the work of outside contractors. Defends decisions made in the bus shop when controversy arises.

Working Environment

Frequent interruptions of work requiring accuracy and concentration. Must meet frequent deadlines. Works in conditions of occasional extreme weather and temperatures, persistent dirt, grease, oil, noise, chemical exposure and confined spaces.

Physical Demand

Some situations may be hazardous and most work requires much physical exertion. Lifting and moving does not exceed items weighing over 100 pounds.

Note: Must provide own hand tools with help of district monetary allotment.