

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Lead Vehicle Mechanic
Job Class Code: 7914
Pay Scale: per salary schedule

Reports to: Transportation Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Train, prioritize, plan, assign and review the work of assigned mechanics and maintenance personnel; prepare and maintain related records.
- Perform journey-level diagnosis, repair, maintenance and overhaul of gasoline and diesel engines, transmissions, rear ends, starters, generators, brakes, clutches, carburetors, electrical assemblies and other mechanical assemblies.
- Determine priority of mechanical work to be performed; organize, lay out, assign and review work to be performed by mechanics; assign and review work of community service workers, summer helpers and other maintenance personnel as assigned.
- Coordinate with other maintenance personnel for scheduling service and repair of District maintenance vehicles.
- Initiate with vendors and interview sales people concerning sources and cost of materials, supplies and equipment.
- Operate a microcomputer as required; prepare and maintain a variety of records and reports including equipment, vehicle, tool and supply inventories, vehicle inspection reports, bus status reports, emission control records, and preventive maintenance reports and schedules for buses, vehicles, carts and engines at District sites as assigned.
- Inspect buses and other automotive vehicles to assure compliance with health and safety standards and regulations; use diagnostic equipment to evaluate operation and repair of engines and electrical and automotive systems and equipment.
- Inspect, adjust and reline brakes; balance and align wheels; change oil and rotate tires; fit pistons and rings and calibrate engine parts to meet established specifications.
- Perform road tests to evaluate malfunctions, needed repairs or repairs performed.
- Estimate time and material costs needed to repair and maintain engines, parts and minor body and fender repairs.
- Operate engine and electrical diagnostic equipment, microcomputer, ARC and gas welders, soldering gun, air jacks, fork lift, engine hoists, grinders, steam cleaner, high pressure washer, meters, gauges, hydraulic press, drill press, and a variety of power and hand tools.
- Prepare and maintain records of safety inspections conducted on student transportation vehicles as assigned; maintain records of work performed including hours and materials purchased and used.
- Assist other maintenance personnel as assigned.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

Certification/Licensure: N/A

Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.