



**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**Job Class Description**

<b><u>LEAD HEAVY DUTY MECHANIC</u></b>	
<b>DEPARTMENT/SITE:</b> Transportation	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit
	<b>SALARY RANGE:</b> 37 per 2020/2021 Schedule
	<b>WORK YEAR:</b> 12 Months (260 Days)
<b>REPORTS TO:</b> Director of Transportation	<b>FLSA:</b> Non-Exempt

**BASIC FUNCTION:**

Under the direction of the Director of Transportation, lead, oversee and participate in the activities of the fleet maintenance shop; perform maintenance and skilled repairs for zero emissions, gas- and diesel-powered vehicles, and other automotive equipment; maintain preventative maintenance, inspection, and repair records; serve as liaison with the Highway Patrol bus inspection program; lead the work of and provide technical guidance to assigned personnel. The incumbents in this classification assist in providing students with transportation vehicle services which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

**Lead Heavy Duty Mechanic** job class leads, oversees, and participates in activities of the fleet maintenance shop. **Heavy Duty Mechanic** job class performs the full-range of skilled journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of all district vehicles. **Mechanic** job class performs maintenance and skilled repairs for zero emissions, gas- and diesel-powered vehicles, and other automotive equipment. **Mechanic's Assistant** job class performs routine or semi-skilled maintenance and assists in the skilled repair of all district's vehicles. All incumbents are expected to work independently and identify for themselves those problems that need referral to more skilled or supervisory personnel.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

Lead, oversee and participate in the activities of the fleet maintenance shop; perform maintenance and skilled repairs for zero emissions, gas- and diesel-powered buses, heavy-duty trucks, and other automotive equipment.

Prioritize the work of the fleet maintenance shop; assign work orders; adjust priorities as necessary to assure efficient and effective workflow and facilitate operations.

Inspect, test drive, and diagnose vehicles to determine type and extent of repairs needed; perform skilled repairs, including complex mechanical and electrical work in the maintenance and repair of school buses, heavy-duty trucks, and other automotive equipment.

Lead the work of and provide technical guidance to assigned staff; inspect work performed by staff to assure quality and compliance with established standards; participate in interviews and selection of staff;

provide ongoing feedback to employee(s) regarding performance and communicate any identified performance deficiencies to assigned supervisor(s).

Operate computerized and specialized equipment in the testing, diagnosis, and repair of District vehicles; operate a computer and assigned software, including computerized on-board systems and electronics, to compile and evaluate information used in the diagnosis of system malfunctions.

Maintain an effective preventive maintenance program for buses, heavy-duty trucks, and other automotive equipment.

Prepare and maintain a variety of reports, records and files related to assigned activities; maintain time and material records for maintenance and repair jobs including vendor-performed repairs to assure quality control; prepare cost, time, and labor estimates; determine supply and equipment needs for repair jobs; order parts, as needed; maintain inventory control.

Conduct various site safety inspections including fuel tank and hose inspections; communicate with staff and school districts regarding various vehicle maintenance and repair services or needs.

Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and exchange information; serve as liaison with State Highway Patrol bus inspection program.

Operate a variety of vehicle maintenance and repair tools, machines, and equipment; operate standard office equipment, including computer and assigned software; drive a vehicle to various sites conduct work.

Attend a variety of meetings and participate in ongoing professional development to stay current with emerging technologies in the field of specialty.

Review repair manuals, technical repair, and service bulletins; interpret new laws and codes for implementation.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Technical aspects of field of specialty.

Operation, theory and principles of gasoline, diesel and zero emissions engines.

Methods, equipment, tools, and materials used in the repair and maintenance of school buses and automotive equipment, minor body repair and paint.

Techniques and practices of maintenance and repair of heavy and light automotive vehicles.

Applicable laws, codes, rules, regulations, policies, and procedures related to assigned activities.

Operation of a fleet repair shop.

Principles and practices of providing technical guidance and leading the work of others.

Preventive maintenance methods for fleet equipment.

Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles, including on-board systems and electronics.

Provisions of the California Motor Vehicle Code, Education Code, and Administrative Code applicable to the operation and maintenance of school buses.

Principles of air and hydraulic brake systems.

Proper operation of school buses, District vehicles, and fork-lifts.

Techniques, practices, theories, and procedures of diesel, gas, and zero-emissions vehicles and equipment

maintenance and repair.

Safe and defensive driving methods and techniques.

Safe operation of related tools, equipment, and procedures in the overhaul, repair, and adjustment of engines and of fuel, ignition, electrical and cooling systems.

Appropriate Health and Safety regulations, safety precautions, and procedures.

Highway Patrol requirements for maintenance of school buses.

Shop math applicable to vehicle maintenance.

Proper lifting techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Lead and oversee the activities of the fleet maintenance shop of the Transportation Department.

Maintain an effective preventive maintenance program for buses, heavy duty trucks and other automotive equipment.

Read, interpret, and apply technical and mechanical diagrams, schematics and repair manuals.

Diagnose, repair, and maintain a wide variety of large and small gasoline, diesel and zero emissions engines and related equipment.

Diagnose and repair mechanical, electrical and computerized malfunctions.

Operate, service and make minor repairs on equipment.

Operate specialized equipment used in diagnosing, repairing, or servicing of vehicles.

Use gas and arc welding equipment.

Lead the work of assigned staff.

Prioritize and schedule work.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, explain, and apply applicable laws, codes, rules, regulations, policies and procedures related to assigned activities.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, or equivalent, and five years' journey-level automotive or diesel maintenance and repair experience. Some experience working in a lead capacity preferred. College-level coursework in automotive technology, diesel technology or a related field desirable. Valid ASE certification desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Class B California driver's license with a passenger and airbrake endorsement or obtained during the probationary period.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

Valid Medical Examiner's Certificate.

May be required to obtain job-related certificates after appointment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Vehicle and equipment repair shop environment.

Driving a vehicle to conduct work.

Regular exposure to chemical fumes, dust, and odors.  
Working with heavy equipment and machinery with moving parts.  
Availability to work between 5:00 a.m. and 5:30 p.m.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate power tools, computer, and a variety of equipment.  
Visual acuity to observe and perform repair, read fine print, see up close and distances, color and peripheral vision, depth perception and the ability to adjust focus.  
Hearing and speaking to exchange information.  
Sense of smell sufficient to recognize and distinguish chemical fumes and odors.  
Stand, walk, sit, climb, kneel, crawl, crouch, squat, balance, and bend at the waist for extended periods of time.  
Reaching overhead, above the shoulders and horizontally.  
Regularly pull, push, lift and carry heavy objects weighing up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move more than 100 pounds.  
Subject to working at heights and in confined spaces.  
Mobility to climb and descend ladders.  
Physical stamina sufficient to perform heavy manual labor daily.

**HAZARDS:**

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.  
Working in a cramped or restrictive work chamber.  
Working around or with machinery having moving parts.  
Traffic hazards.

**NOTE:**

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

**CLEARANCES:**

Criminal Justice Fingerprint /Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

**JOB CLASS HISTORY**

Approved: 06/26/86; 6/89 Eliminated; 1/00 Reinstated Spvr, R6;  
03/15 retitle to Fleet Maintenance Spvr (Ewing); 09/19 reinstate (as CL R35)  
10/19 reinstate as CL37 (CSEA negotiated higher range 10/03/19)  
07/23 Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23