

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Vehicle Mechanic Team Leader

Salary Grade: 31

Salary Schedule: Classified Management

Department: Transportation

Reports to/Evaluated by: Manager, Vehicle Maintenance

FLSA: Exempt

SUMMARY

Under the direction of the Manager, Vehicle Maintenance, the Vehicle Mechanic Team Leader supervises, coordinates, assigns, and provides vehicle maintenance, rebuild, and fabrication services. The role includes performing a variety of work in the repair, overhaul, and maintenance of light to heavy-duty automotive, public safety, and off-road power equipment. The Vehicle Mechanic Team Leader is the senior position leading and performing equipment maintenance. Advancement to this role requires demonstrated knowledge and experience in heavy equipment mechanical work. Incumbents in this class demonstrate the use and care of machinery and oversee the purchase and inventory of equipment, parts, and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive repair requests through work orders or direct contact. Assess the nature of the repair request, assign a priority, and either assign work orders or personally provide service.
- Verify drivers' comments and/or road test vehicles to determine causes of unusual engine noises, vibrations, exhaust color, odor, or sound, or other indications of problems.
- Diagnose mechanical problems and perform a wide variety of mechanical repairs, including overhauling engines, replacing bearings, adjusting ignitions and carburetors, assembling transmissions and differentials, fitting pistons and rings, and repairing hydraulic and air brake systems.
- Inspect, adjust, and repair a wide variety of automotive and heavy-duty equipment.
- Perform preventative maintenance and adjust and repair engines and related parts and equipment.
- Inspect, diagnose, and repair complex electrical and electronic systems.
- Weld and fabricate parts and equipment as needed.
- Supervise and participate in the maintenance and repair of a wide variety of vehicles and equipment.
- Observes the work of other mechanics and provides input and training as needed.
- Coordinate the work of assigned personnel.

- Train employees in the proper use of equipment, safety procedures, and mechanical repair techniques.
- Maintain records of time, labor, and materials.
- Oversee the ordering, inventory, and delivery of parts and supplies.
- Operate a variety of tools and equipment, including hand tools, power tools, welding equipment, and computerized diagnostic equipment.
- Perform other related duties as assigned.

QUALIFICATIONS

- Knowledge of: Methods, techniques, and procedures used in the maintenance and repair of light and heavy-duty vehicles and equipment. Advanced diagnostic and troubleshooting techniques. Operation and maintenance of a variety of tools and equipment used in vehicle and equipment repair. Safety practices and procedures related to vehicle and equipment maintenance and repair. Supervisory principles and practices, including employee training and performance evaluation. Record-keeping and report preparation techniques. Basic computer skills.
- Ability to: Supervise, coordinate, and assign the work of others. Diagnose and troubleshoot complex vehicle and equipment problems. Perform a variety of complex vehicle and equipment maintenance and repair tasks. Operate a variety of tools and equipment safely and effectively. Read and interpret complex technical manuals and diagrams. Maintain accurate and detailed records of maintenance and repairs. Communicate effectively, both orally and in writing. Work independently and as part of a team.

Certifications, Licenses, and Special Requirements:

- A valid Class C California Driver's License, along with a valid California Passenger Endorsement, is required at the time of appointment.
- A School Bus Driver Certificate is required.
- A valid Forklift certificate is required.

Education and Experience:

- Education: Completion of the twelfth grade, high school diploma, GED, or equivalent.
- Experience: Six years of increasingly responsible automotive maintenance and repair experience with an agency, company, or organization. Experience must include maintaining and repairing vehicles, heavy gasoline and diesel-powered equipment, brakes, electrical/electronic systems, engine performance, power trains, suspension, and steering. Alternatively, a two-year college degree in automotive technology and two years of recognized industry experience meet the requirements.

Working Conditions:

- **Work Environment:** Work is performed indoors in an automotive/repair shop environment and outdoors in the field.
- **Physical Demands:** Perform active physical labor. Lift and carry materials weighing up to 75 pounds frequently. Reach from awkward positions and use hand-eye coordination to insert parts and climb and balance. Utilize near and far visual acuity to drive, read, and write, and perform repair work. Maintain sufficient visual acuity and hearing capabilities.
- **Hazards:** Significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes. Exposure to gas, fumes, exhaust, chemicals, and varying weather conditions.