



JOB TITLE:	<b>MECHANIC LEADER - DAY</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>CHIEF MECHANIC</b>	EEO CATEGORY:	<b>07 - SKILLED</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **Position Summary**

Under the general direction of Shift Supervisor, oversees all work performed in the Bus Division Heavy Duty Shop including, but not limited to, the Heating Ventilation and Air Conditioning (HVAC) program, special projects and campaigns.

### **Essential Responsibilities**

- Assigns employees to duties, as directed by the Shift Supervisor, and assures adherence to starting, quitting and break times
- Directs and participates in servicing, repairing or overhauling of buses and/or bus components during shift
- Schedules equipment for routine maintenance and ensures that all applicable HVAC preventive maintenance activities are performed in a timely fashion.
- Coordinates special projects and campaigns as directed
- Coordinates with stores personnel to ensure adequate parts and supplies are available to complete ongoing and scheduled work.
- Responsible for cleaning and housekeeping in work area
- Ensures adequate and serviceable tooling and machinery are available for work performed
- Maintains a constant high level of safety in working conditions and compliance with all OSHA regulations
- Inspects buses completed for quality and quantity of work performed, including recordkeeping.
- Directs employees in carrying out assignments with a minimum of expense and maximum productivity
- Refers any problems to Shift Supervisor, recommending action required
- Reports to Shift Supervisor work completed and work remaining just prior to end of shift
- Helps train employees under his/her direction in new or unfamiliar tasks and assignments.
- Opens and closes work orders on the computer and enters all pertinent information
- Performs other computerized recordkeeping as directed
- Performs corrective counseling of subordinates as required
- Performs additional duties as assigned



## Required Knowledge, Skills and Abilities

### Knowledge of:

- District and Division rules and regulations
- Common industry practices relating to HVAC systems repair and maintenance
- Proper handling and disposal of hazardous materials (HAZMAT) used or disposed of by mechanics
- Common office computing tools (i.e. word-processing, email, spreadsheet) highly desirable

### Skilled in or Ability to:

- Ability to adhere to the District's Hazard Communication program
- Ability to establish and maintain cooperative, effective and productive working relationships with co-workers, other District employees and vendor representatives
- Ability to perform written and computerized record keeping
- Ability to communicate clearly, both orally and in writing
- Ability to adhere to the District's Hazard Communication program
- Skill in understanding and applying complex written repair instructions
- Considerable skill in diagnosis and repair of heavy duty power train, chassis, electrical and HVAC systems

## Minimum Qualifications

### Education and Experience Equivalent to:

- High school diploma or GED equivalent
- Completed four-year Journey-level apprenticeship
- Five years' experience as a Journey-level mechanic, or an approved equivalent combination of training and Experience

### License(s):

- Must possess and maintain a current, valid California Class B driver's license with Passenger Endorsement, and satisfactory driving record (Operates District vehicles on a regular basis)
- EPA Section 608 Type II Refrigerant Certification / Must possess EPA Section 608 Type II Refrigerant Certification or attain such certification within three months of appointment

### Physical Requirement:

- Work outside in all weather conditions
- Ability to lift and manipulate 40 to 70 lbs
- Ability to work standing and bending for the entire shift
- Frequent bending, kneeling and occasional climbing on 12-foot ladders and/or scaffolding.
- Ability to work in an equipment / bus maintenance environment which includes but not limited to dust, fuel fumes, and exhaust fumes, cleaning products, etc.