POSITION DESCRIPTION

TITLE: Mechanic-Journey-Lead
LOCATION: Transportation
REPORTS TO: Transportation Manager
DEPARTMENT: Transportation

SUMMARY STATEMENT:
Under the supervision of the Transportation Manager, the journey-level, lead mechanic diagnoses mechanical problems, performs journey level work, and directs other mechanics in the repair, installation, alteration, service, and maintenance of buses and related equipment. The journey-level, lead mechanic position also requires knowledge and experience in servicing a wide variety of vehicles.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, vendors, and the general public.
2. Diagnose and oversee the repair of mechanical, electrical, and engine defects in buses and other automotive equipment.
3. Ability to use a laptop computer and diagnostic software.
4. Overhaul and rebuild engines, transmissions, differentials, hydraulic and air brake systems, and other major components by repair and replacement of parts.
5. Repair and rebuild generators, alternators, starters, electric control modules, and all other electrical components, utilizing testing devices and machine equipment.
6. Perform general tune-ups, utilizing diagnostic equipment.
7. Dispatch road repair crews for minor road-side repairs, or tow disabled vehicles to the maintenance shop. Assist in accident investigation.
8. Repair and replace seats, glass, sheet metal, latches, and other body components and assemblies.
9. Change oil and filters, install antifreeze and snow chains, repair tires, adjust brakes, lubricate chassis, wheel bearings, and other assemblies.
11. Operate battery chargers, brake lathe, compression gauges, torque wrenches, welding (acetylene and arc) equipment, grinders, reamers, timing lights, hoists, jacks, porta-power, pumps, compressors, alignment board, drills, presses, headlight adjustment machines, air wrenches, small lathe, spark plug tester, and other tools, equipment and machines required for performing repair and maintenance of motor vehicles.
12. Coordinate cleaning and organization of shop, inventory, parts room, and other maintenance facilities.
13. Assign work orders, complete vehicle maintenance forms and records, i.e. hazardous waste records, emissions reports, fuel spills, and underground storage tank compliance.
14. Assist in bid processes, evaluate new products and recommend awarding of bids, i.e. machinery, parts, and tools.
15. Assist in directing work force in prioritizing jobs and seeing to completion in a timely manner.
16. Coordinate maintenance with operations to insure that bus fleet is in a ready state at all times to meet operational needs.

OTHER RESPONSIBILITIES:
1. May be required to drive bus on occasion.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)
Writing (33-66%)
Hearing (66-100%)
Acceptable Attendance
Speaking (66-100%)
Lifting/Carrying Up to 75 lbs. individually
Bending/Stooping (66-100%)
Standing (66-100%)
Pushing/Pulling (33-66%)
Use of hands and/or arms for repetitive motion (66-100%)
Lifting/Carrying Over to 75 lbs. individually with Assistance
Exposure to chemicals, fumes

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Verbal Communication (66-100%)  Written Communication (33-66%)
Written Communication (66-100%)  Constant Interruptions (66-100%)  Multiple Concurrent Tasks (66-100%)
Problem Solving (66-100%)  Math (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Battery charger, valve refacing and reseating machines, brake lathe, compression gauges, torque wrenches, welding (acetylene and arc) equipment, grinders, reamers, timing lights, hoists, jacks, porta-power, pumps, compressors, alignment board, drills, presses, headlight adjustment machines, air wrenches, lathes, spark plug testers, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Basic keyboarding skills.
2. Completion of a recognized apprenticeship as a heavy truck and bus mechanic, or full journey status as a heavy duty truck and bus mechanic in a Union and four years of applicable work experience. Vocational training may be substituted for work experience on a year-for-year basis, not to exceed two years.
3. Must possess or must be able to obtain a valid Washington State Commercial Driver's License (CDL).
4. Must have a minimum of five (5) years of diesel mechanic experience.
5. Certified welder (gas and electrical) preferred.
6. Must have successfully completed the Automotive Service Excellence (A.S.E.) test for Master Mechanic, and must be able to update as required.
7. Demonstrated ability to communicate effectively.
8. Demonstrated ability to operate the tools and equipment as listed above.
9. Demonstrated ability to work from instruction in technical manuals as well as carry out verbal and other written instructions.
10. Demonstrated ability to problem solve.
11. Demonstrated ability to work under constant interruption and perform under deadline pressure.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ____________________________  Date: ______________
District: ____________________________  Date: ______________


Mechanic-Journey-Lead