

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Vehicle Lead Mechanic

Department: Operations

Grade K
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: October 2024

Reports To: Vehicle Maintenance Manager

Purpose of Job

The purpose of this job is to supervise the operation of a satellite vehicle maintenance facility. In addition to performing the duties of a senior mechanic, the lead mechanic's duties and responsibilities include supervising all vehicle maintenance employees that are assigned to the satellite facility. Duties and responsibilities involve all areas of vehicle maintenance diagnosis and repair on school buses, pick-up trucks, vans, tractors, forklifts, and other vehicles owned by the School System and an additional 85 + government-owned service and emergency response vehicles. Ensuring the facility is opened and closed on schedule and properly staffed during operation hours. Establishing the work hours of other vehicle maintenance employees who are assigned to the facility to include vehicle recovery, on-call, and stand-by staffing. Ensuring the facility is operated safely and in compliance with all district, state, and federal regulations. Ensuring the facility and grounds are adequately maintained and cleaned. Managing spare parts, bulk fuel, and lubricant inventories. Reports to Vehicle Maintenance Manager.

Essential Duties and Responsibilities

The following duties are normal for this job and should not be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervise operations of a parts inventory and ordering parts to repair vehicles.

Assists Vehicle Maintenance Manager with operating and approving system repairs for 600 motor vehicles, including school buses, trucks, tractors, forklifts, vans, cars, etc.; files maintenance records both manually and Performs duties as a Lead or Senior Mechanic on all phases of repairs as needed in accordance with manufacturers' instructions and State and Federal regulations; road tests vehicles.

Must be familiar with multiple fuel systems including gas, diesel, and propane.

Inspects and repairs electrical systems, engines, carburetors, cooling systems, exhaust systems, brake systems, transmissions, and wiper motors. Inspect and repair the front suspension.

Repairs hydraulic wheelchair lifts and hydraulic lift gates; installs seat belts and harnesses on Special Needs bus.

Reviews technical reports, vehicle maintenance manuals, electrical diagrams, and meter readings to evaluate, diagnose, and repair.

Diagnoses vehicle problems and performs repairs as needed in accordance with manufacturer's instructions and State and Federal regulations. Certified in Computer Electronic Engine and Transmission Diagnostics. Trains all mechanics on new software.

Performs engine tune-ups; troubleshoots and repairs engines; rebuilds if necessary; must be able to complete engine rebuilding for gasoline and diesel and propane engines without supervision.

Monitor fuel pump and fuel levels, run and file monthly fuel pump monitoring reports, and check and clean fuel pump spill buckets.

Supply and file propane usage logs.

Monitor and order fluids required to operate the shop (i.e., oil, antifreeze, washer fluid, etc.)

Inspects, services, and repairs transmissions, cooling lines, and filters.

Inspects and repairs brake systems, air and hydraulic; inspects and repairs drive train from transmission to rear axle.

Inspects and repairs windows and frames.

Inspects and repairs wiper motors, switches, arms, and blades.

Checks body damage and handles some repairs.

Inspects and repairs cooling systems, radiator, hoses, pump, and block.

Monitors two-way radio and answers service calls and breakdowns. Conducts on-site repairs when possible; operates wrecker to return inoperative vehicles to the shop.

Responsible for carrying the shop cellphone for a week on rotation to answer and respond to after-hours and emergency calls.

Installs accessories such as radios, strobe lights, camera boxes, etc.

Prepares Vehicle Maintenance reports and submits them to the Supervisor.

Reviews technical reports, vehicle maintenance manuals, electrical diagrams, and meter readings to evaluate, diagnose, and repair; consults with vendors concerning ordering or use of parts.

Consult with Bus Drivers and mechanics regarding maintenance problems/needs and advise or assist as necessary.

Oversees the sign-in and sign-out of the sub buses. Ensures they have daily inspection reports and are cleaned, fueled, and their keys returned.

Performs 15,000-mile safety inspections; assists with State inspections.

Will review with the employee their performance reviews of direct reports and will execute any disciplinary actions as needed.

Keep shop area clean and free of safety hazards.

Cleans shop floor, drain pan, buckets, etc.; disposes of unusable replacement parts such as batteries, brake drums, etc.; disposes of used motor oil, transmission fluid, and antifreeze.

May change oil and repair or replace tires.

May substitute as bus driver.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational or Technical School degree in automotive, truck, and tractor maintenance required, or with five to ten years of vehicle maintenance experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee Commercial Drivers License Class A with P & S Endorsements. Must be ASE Master School Bus Certified

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the school system and vehicle maintenance practices as they pertain to the performance of duties related to the job of Lead Vehicle Maintenance Mechanic. Has thorough knowledge of the Transportation Department and vehicle maintenance practices as necessary complete daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc., as they pertain to departmental operations and activities. Can effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;

- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date