

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>LEAD JOURNEY MECHANIC</b>
Job Family:	Transportation
Reports to:	Director or Supervisor of Transportation
Salary Level:	Range 37
Calendar:	Classified 12 Month

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**SUMMARY:**

Under the direction of the Director-Transportation, lead and perform complex skilled mechanical work in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment; train, schedule and provide work direction to assigned vehicle maintenance staff; perform required inspections, preventive maintenance and servicing of vehicles. The Lead Journey Mechanic is the advanced classification in the series of vehicle maintenance positions in the Transportation department job family. Incumbents perform more complex work in the repair and maintenance of District vehicles and equipment. Incumbents provide leadership, training and work direction to assigned department staff. Incumbents may assist the Driver Trainer in the instruction of operating staff in the areas of vehicle components and braking systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lead and perform complex skilled mechanical work in the inspection, diagnosis, maintenance and repair a variety of large and small diesel, gas and alternative fueled vehicles and equipment; assure vehicular compliance with applicable laws, codes and regulations.
- Train, schedule and provide work direction to assigned vehicle maintenance staff.
- Adjust, repair and maintain air and hydraulic brake systems; adjust and reline brakes; perform transmission, motor and engine inspections, overhauls, maintenance and repairs; perform minor and major tune-ups on vehicles and equipment; rebuild or replace engines as appropriate.
- Repair and adjust clutches, pumps, carburetors, universal joints, drive shafts, gears and valves; remove and replace components such as batteries, alternators, starters, hoses, belts, bearings, spark plugs and a variety of other parts as needed; install wiring as necessary.
- Perform scheduled preventive maintenance safety checks and inspections; coordinate and prioritize mechanical maintenance and repair of District vehicle and equipment; assure compliance with State regulations, smog standards and other requirements as assigned.
- Service vehicles and equipment with fuel, oil, grease, water and hydraulic fluids; assure proper fluid levels; lubricate gearboxes; drain and refill crankcases; replace fuses; check and replenish air levels of tires; replace tires as needed.
- Inspect, diagnose, repair and maintain vehicle lighting, air conditioning, lubricating, emission, electrical and cooling systems as assigned; test and repair electrical circuits and components; replace seats and other interior components as needed.
- Operate and maintain a variety of hand and power tools, lifts, jacks, stands, testers, meters, presses and grinders; utilize computerized and specialized equipment in the testing, diagnosis and repair of vehicles; drive a vehicle to conduct work.
- Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.
- Perform electrical and acetylene welding, brazing and soldering to design, fabricate, modify and install various vehicle components; operate related welding equipment.
- Perform minor auto body repairs.

- Communicate with other staff, personnel and outside agencies to exchange information and resolve issues or concerns.
- Maintain a variety of records related to safety inspections, maintenance activities, repairs, inventory and assigned duties.
- Ensure compliance with all laws, regulations and procedures in accordance with the requirements of current California Highway Patrol school bus regulations and safety inspections.
- Respond to road calls and make emergency repairs to vehicles in fleet.
- Maintain shop and work areas in a safe, clean and orderly condition; dispose of hazardous materials in accordance with established regulations, policies and practices.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in diesel and automotive repair and three years' experience at the journey level maintaining and repairing school buses and trucks, including two years maintaining and repairing heavy duty diesel and gasoline powered buses and trucks.

**Licenses and other Requirements**

- Valid and appropriate California Class A or B driver's license with passenger and air brake endorsements with proof of insurance.

**Knowledge of:**

- Techniques, practices, theories and procedures of diesel, gasoline, diesel and alternative fueled vehicles and equipment maintenance and repair.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles.
- Preventive maintenance methods for fleet equipment.
- Diagnostic procedures for vehicles and equipment.
- Principles and practices of leadership, training and providing work direction.
- Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles.
- California Highway Patrol requirements for the inspection and maintenance of school buses.
- Safe driving techniques.
- ASE standards and certifications.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Proper methods of storing equipment, materials and supplies.
- Preventative maintenance practices.
- Basic math applicable to vehicle maintenance.
- Technical aspects of field of specialty.
- Oral and written communication skills.
- Record-keeping techniques.
- Health and safety regulations.
- Proper lifting techniques.

**Ability to:**

- Floor lift 95 pounds
- Lead and perform complex skilled mechanical work in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment.
- Operate computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Make adjustments, perform tune-ups and maintain vehicle parts, systems and equipment.
- Lead, train and inspect the performance of assigned staff.
- Adjust, repair and maintain air and hydraulic brake systems.

- Maintain an effective preventive maintenance program for buses and other automotive equipment.
- Diagnose and repair mechanical, computerized and electrical malfunctions.
- Perform required inspections, preventive maintenance and servicing of buses and other vehicles.
- Operate a computer and assigned software.
- Learn, interpret and apply State regulations and other requirements for maintenance of designated vehicles.
- Perform minor auto body repairs.
- Coordinate and prioritize work.
- Read and work from diagrams, sketches, schematics, technical manuals and specifications.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Interpret and apply applicable laws, codes, rules and regulations.
- Estimate materials and supply needs.
- Operate a variety of hand and power tools including welding equipment.
- Maintain a variety records related to work performed.
- Observe health and safety regulations.
- Perform heavy physical labor.

Other Requirements:

- This position shall be part of the random drug testing pool in accordance with current Federal Department of Transportation Regulations and the policy of the District.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor/Vehicle repair shop environment.
- Driving a vehicle to conduct work.
- Exposure to fumes, dust, odors and oil/grease.

Physical Demands:

- Dexterity of hands and fingers to operate specialized equipment.
- Seeing to perform inspections and repairs.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders.

Hazards:

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

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18  
 DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018