

GROUP LEADER MECHANIC – CLASS 1A JOB DESCRIPTION

Goals: To maintain all school district buses, vehicles and equipment in a safe mechanical and operational condition; meet and/or exceed State Police vehicle inspections, and to provide uninterrupted services to the schools and programs within the school district.

Reports to: Transportation Supervisor or Designee

Supervises: Mechanics and/or Trainees/Helpers

Major Duties and Responsibilities

1. Maintain all school buses, vehicles (cards, vans, pickups, etc.) in a mechanically safe and operational condition.
2. Inspect and maintain all buses to pass the yearly State Policy inspection.
3. Able to diagnose and repair vehicles in all areas related to electrical, heating, suspension and steering, brakes, drive trains and all other areas pertinent to the safe operation of district vehicles and equipment; both regular and diesel.
4. Responsible for the ordering of parts, supplies and materials and maintaining inventory control over the same.
5. Responsible for submitting a maintenance/parts/equipment budget and working within the budget.
6. Plan, implement and monitor a preventative maintenance program on all vehicles/equipment.
7. Maintain and monitor shop safety at all times.
8. Assign and monitor work and work practices on other employees within the department.
9. Open and/or closes the building/gates as required or necessary.
10. Keeps the bus lot and employee lot free of snow in the winter.
11. Sets and establishes vehicle maintenance priorities.
12. Knowledgeable of and proficient in the use of computers and related programs.
13. Maintain all necessary records (both paper and computer) as directed or necessary.
14. Maintain the bus fleet/other vehicles to meet and/or exceed all requirements related to district policies/procedures and local, State and Federal laws and regulations.
15. Provide training/supervision to employees under your control and maintain good cordial work relations with the same and other departments within the district.
16. Maintain all certifications/licenses and attend all training as required or necessary.
17. Other duties as assigned by supervision.

Qualifications

1. High school Diploma (college preferred)
2. State of Michigan Heavy Duty Truck/Auto Certifications in the following area: Electrical systems, Suspension and Steering; Brakes; Drive Trains; Diesel Engine Repair; Gasoline Engine Repair
3. ASE Master Bus Mechanical Certifications, preferable.
4. Must have and maintain all qualifications as a Michigan School Bus Driver; CDL B, with air brakes and the P, S endorsements.
5. Demonstrate proficiency in gas/arc welding.
6. Minimum of three years experience as a heavy duty truck mechanic.
7. Good computer skills.
8. Have good written/oral skills.