

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Lead Mechanic

DEPARTMENT: Transportation

REPORTS TO: Shop Foreman

POSITION SUMMARY: Under direction of the Shop Foreman, performs required maintenance on all district vehicles and other related tasks.

ESSENTIAL FUNCTIONS:

- Performs Journey Level maintenance and repairs on school buses and other district vehicles.
- Assumes responsibility for shop activities in the absence of the Shop Foreman.
- Sets a positive example for other mechanics.
- Communicates and coordinates with dispatch to stay current with changing bus needs.
- Communicates changing bus needs to co-workers, parts specialist, and shop supervisor as needed.
- Generates work orders from service rack inspections, prioritizes repairs, and assigns work to mechanics.
- Collects, reviews and prioritizes incoming work orders from drivers. Assigns to mechanics as needed.
- Assists and monitors mechanics as needed.
- Rotates on and off of service rack along with other mechanics.
- Helps to ensure road calls are responded to in a timely manner.
- Performs other duties as assigned.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

- Two (2) years of related Voc-Tech training or apprenticeship, and two (2) years' work experience as a journeyman mechanic in truck/bus field.
- Supply own hand tools (sockets, combination end wrenches to 1.25 “.
- Ability to use precision tools, i.e., micrometers.
- Ability to operate shop equipment, i.e., diagnostic testing machines, tire machine and other related equipment.
- Demonstrated effective oral and written communication skills; ability to work well with co-workers, drivers, and other district staff.
- Must be a member of Local 289 Machinists Union.
- Must be able to pass a Drug screening test.

EDUCATION: High school diploma or equivalent.

REQUIRED TESTING: None Specified

CERTIFICATES AND LICENSES:

- Hold a valid driver's license (Class “B” with CDL endorsement, or ability to obtain with 6 months of hiring
- Hold a current and valid first-aid card.
- Provide verification of holding a current and valid Fitness Determination medical examiner's certificate.

CONTINUING EDUCATION/TRAINING: Non Specified

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: International Assoc. of Machinists and Aerospace Workers (IAM289)

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I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date