

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Lead Mechanic Lead Mechanic First Shift	Wage/Hour Status:	Non-Exempt
Reports To:	Motor Pool Manager	Pay Range:	48B
Dept./School:	Transportation	Date Revised:	05/08/23

Primary Purpose:

Responsible for providing leadership, organization and technical assistance to Motor Pool personnel to ensure the Plano ISD vehicle fleet is in optimum operating condition

Qualifications:

Education/Certification:

High school diploma or equivalent

ASE certified

State of Texas Vehicle Inspector's License

Valid Texas CDL driver's license, Class A or B, with Passenger and School Bus Driver endorsements, and Qualified for Air Brakes, Texas State school bus certification, pre-employment drug test and DOT medical exam

Driving record that is insurable with Plano ISD insurance carrier

Special Knowledge/Skills:

Qualified vehicle inspector

History of experience in using computer diagnostic equipment and software

Experience working in a large Motor Pool operation (preferred)

Ability to communicate well and deal with all people in a courteous and positive manner

Demonstrated ability to lead others

Experience:

Five years' experience in vehicle repair, with significant school bus history

Major Responsibilities and Duties:

Supervise workflow and productivity; ensure labor resources are being utilized efficiently and contracted vendors are meeting the terms of their contracts

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Supervise a scheduled preventive maintenance program to ensure the program is followed according to specified guidelines

Evaluate job performance of Motor Pool First Shift staff

Assign work orders for vehicle maintenance, ensure they are being completed in a timely manner, and that all labor, materials, and costs are recorded

Perform all necessary repairs to Plano ISD vehicles and perform state vehicle inspections

Diagnose mechanical problems using test equipment, including computerized diagnostic systems and software

Instruct and advise Motor Pool Mechanics of proper safety rules and repair procedures

Assume the responsibility of ensuring that the rules and procedures are being followed

Respond to emergency repair requirements

Test-drive vehicles on public streets

Monitor all financial transactions, including use of the Purchasing Card, to ensure district policies and bid laws are being followed

Drive or assist on routes when needed

Follow all safety rules and procedures

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Vehicle repair tools and equipment (including power tools, hydraulic lifts, and tire changers); electronic analysis equipment; electrical test equipment; computerized diagnostics systems and software; brake lathe; welding equipment; and engine hoist computer and associated program software; printer; fax; copier; two-way radio system operates Plano ISD vehicles

Working Conditions:**Physical Demands/Environmental Factors:**

Work with frequent interruptions; ability to stand, stoop, bend, crawl, kneel, push, pull, and reach to service vehicles frequently; routinely required to lift, carry, or move awkward objects, parts, and equipment of 15-50 pounds or more; routine exposure to inclement weather, exhaust fumes, solvents, grease and oil; workaround moving objects or vehicles

Physical Factors

Physical dexterity and strength to safely operate bus, including steering, operating pedals, shifting gears, and opening doors; must be able to lift and carry a maximum of 50 pounds; must be able to lift hood of bus, properly pre-trip bus under hood, climb up on fender or bumper, be able to bend and look under bus for problems, fuel bus, scrape ice/snow off windows and mirrors; vision corrected and maintained at 20/40 (depth perception);

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ability to speak and hear clearly; applicant's hearing is a minimum of 10/15 by whispered voice; hearing aid is permissible

Does not use a controlled substance, amphetamine, narcotic, or any other habit-forming drug, except if prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties, and who has advised the driver that the prescribed drug or substance will not adversely affect the driver's ability to safely operate a motor vehicle

Mental Demands:

Reading; Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress

Supervisory Responsibilities:

Provide leadership and support for Motor Pool staff; conduct job performance evaluations; provide and/or arrange for staff training and other continuing educational opportunities

Acknowledgment:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, _____ **Compensation Coordinator** **Date:** 05/08/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____