

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY
VACANCY ANNOUNCEMENT

TITLE: Lead Mechanic – Night Shift / Number to be Determined

PRIMARY PURPOSE:

Under supervision of Fleet Manager, supervise shop staff and mechanics and participate in the repair, maintenance and service of buses, Agency vehicles, and all other transportation equipment.

DESIRABLE QUALIFICATIONS:

1. Completion of 12th grade or equivalent, supplemented by training or course-work in diesel and gasoline powered engine repair and maintenance.
2. A minimum of three years experience as a Mechanic II or Mechanic III; or four years experience in a qualified garage or shop as a general automotive mechanic familiar with all phases of both light and heavy duty vehicle repair and maintenance.
3. Knowledge of tools, equipment and methods used in the overhaul, maintenance, repair, and adjustment of all motor vehicles
4. Knowledge of maintaining maintenance forms and records.
5. Knowledge of CALOSHA safety regulations, standards, and procedures.
6. Ability to develop and maintain cooperative working relationship with those contacted in course of the work.
7. Ability to supervise others, plan and organize their work and see that the work is executed effectively and in a timely manner.
8. Ability to prepare records and reports.
9. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.
10. Must be able to qualify to acquire a California Class B Operator's License.

SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged and irregular hours may be required. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes. Work extended periods of time standing. Must be able to lift heavy equipment, tools, and parts.

REPORTS TO: Fleet Manager

SUPERVISES: Mechanics and Servicers

TERMS OF EMPLOYMENT: 12 month

WAGE/HOUR STATUS: M-9: \$35.08 - \$42.65 (5% differential pay)

MAJOR DUTIES AND RESPONSIBILITIES:

1. Direct shop personnel.
2. Assist in training of shop personnel.
3. Assign work as directed by Fleet Manager.
4. Insure that employees use tools, equipment and supplies properly.
5. Assist in the repair, overhaul, and maintenance of all Agency vehicles and other power equipment.
6. Supervise and assist in the maintenance of all shop equipment.
7. Maintain a safe work environment for all shop workers.
8. Prepare and submit appropriate reports of parts used for repair and preventive maintenance work performed on each vehicle;

9. Assist with the performance of road repairs as needed.
10. Maintain accurate records of materials and supplies used.
11. Assume supervisory duties in the absence of the Fleet Manager as assigned by the Chief Executive Officer.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION:

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

Any employee interested in being considered for this position shall notify the Agency in writing and must be received by Josie Delgado, Human Resources Administrator, Position is **OPEN UNTIL FILLED.**

You will be required to submit a K-4 if you are currently not in the Antelope Valley Schools Transportation Agency's pull notice program.

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"