

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Fleet Services Leader	REPORTS TO:	Director of M.O.T.
DEPARTMENT:	Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 days/12 months
BOARD APPROVAL:	3/14/07	SALARY:	Range 30
CSEA APPROVAL:	1/9/07		

BASIC FUNCTION:

To perform journeyman level auto/vehicle mechanic work in the maintenance, repair and modification of a variety of District vehicles, and all motorized equipment and to do related work as required.

REPRESENTATIVE DUTIES:

- Maintain vehicle fleet, including diagnostic, repair, and overhaul of equipment. *E*
- Perform vehicle painting work. *E*
- Maintains records and submits reports as required. *E*
- Perform light body repair work. *E*
- Schedule service calls within and with external vendors. *E*
- Coordinate purchasing of vehicle parts and services. *E*
- Repair and replace school bus seats. *E*
- Directs and supervises the work of the Utility/Relief Driver
- Performs work as specified in outside contracts.
- Computer and electronic diagnostics of fleet vehicles.
- Other duties as assigned by the Director of MOT. *E*

EDUCATION AND EXPERIENCE:

Two (2) years of increasingly responsible experience performing general maintenance and repair work as an auto mechanic including experience in the repair of buses and other heavy equipment. Diesel experience preferred.

Education at a level to demonstrate the ability to perform the duties and responsibilities as described. Equivalent to completion of the twelfth (12) grade.

LICENSES AND OTHER REQUIREMENTS:

Required to provide own set of mechanics hand tools
Obtain Class B commercial license

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

- Diagnostic techniques for vehicle maintenance, Modern and Traditional.
- Knowledge of brake systems, electrical systems, including welding wire feed, stick and gas.
- Knowledge of methods, materials, tools and equipment used in maintenance of school buses and other vehicles.
- Knowledge of preventative maintenance practices and procedures, especially in relation to school buses.
- Safety and maintenance requirements of bus equipment.
- Provisions of the California Motor Vehicle Code and Title XIII applicable to the operation of vehicles in the transportation of school children.
- Basic computer skills.

ABILITY TO:

- Maintain accurate records, including computer records.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Promote good public relations within the school district.
- Drive a school bus.
- Ability to organize and schedule vehicle service.
- Handle and dispose of hazardous waste materials generated by vehicle maintenance.

WORKING CONDITIONS:

ENVIRONMENT:

Bus Barn.

PHYSICAL ABILITIES:

Lift, carry, push, and pull heavy up to 75 pound (floor and chest lifts) objects; sitting for extended periods of time when operating a transportation vehicle; walking and stepping up/down or standing for extended periods of time; bending at the waist; hearing and speaking to exchange information. Corrected hearing and vision to normal range.

HAZARDS:

Work around chemicals, solvents and other automotive products.