

**CLASS TITLE: HEAD MECHANIC**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, oversee and participate in the operations of the Vehicle Maintenance Department; inspect, diagnose and maintain District vehicles and equipment to assure proper and safe operating condition; perform journey-level mechanical repair and servicing activities related to the maintenance of vehicles and equipment; train and provide work direction and guidance to assigned staff.

**ESSENTIAL DUTIES:**

Plan, oversee and participate in the operations of the Vehicle Maintenance Department; prepare and maintain a variety of records and reports related to assigned activities.

Perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of all systems associated with a variety of District gasoline, CNG, electric, alternative-fueled, diesel-powered vehicles, trailers and equipment.

Schedule and perform required inspections of school buses and CNG tanks; schedule and perform routine maintenance safety checks, assure compliance with California Highway Patrol school bus maintenance regulations and other requirements, emissions tests and inspections of vehicles; maintain accurate service and repair history records on transportation vehicles and equipment.

Evaluate maintenance, servicing and repair needs; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions; estimate labor and material costs; prepare work list of the maintenance and repair needs of District vehicles.

Communicate with other departments, outside agencies and personnel regarding vehicle and equipment repairs; communicate with vendors concerning accounts and parts; respond to emergency field calls as needed.

Drive a school bus for road tests and other repair purposes; assure compliance with applicable traffic and related transportation laws, codes and regulations.

Train and provide work direction and guidance to assigned staff; receive work orders, plan and assign work; estimate time and material costs related to repair and maintenance functions; inspect completed work and work in progress to assure compliance with work orders.

Maintain parts inventory; order parts as needed; obtain bids for new equipment, vehicles and parts; make recommendations to appropriate personnel regarding vehicle and equipment purchases.

Maintain shop area, equipment and materials in a safe, clean and orderly manner; perform hazardous materials inspections as required; dispose of hazardous materials according to established rules and regulations; maintain accurate records.

Perform electrical and acetylene welding, brazing and soldering as necessary; maintain welding and cutting supplies and equipment.

Operate and maintain a variety of specialized equipment such as electronic diagnosis equipment and machinery, air tools, lifts and jacks, and hand and power tools; operate a computer terminal and assigned software.

Drive a vehicle to conduct work; respond to emergency road calls and perform related field work as directed.

Take water samples from storm drain system as directed and in coordination with the Storm Water Pollution Prevention Program (SWPPP).

Assist maintenance personnel as needed.

Assist with grant applications in related areas.

Perform repairs on grounds, maintenance and custodial equipment as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Techniques and practices of maintenance and repair of heavy and light automotive vehicles.

Safe operation of related tools, equipment and procedures in the overhaul, repair and adjustment of motor equipment and vehicles.

Operation, theory and principles of gasoline, CNG, electric alternative-fueled and diesel-powered engines.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles.

Diagnostic procedures for vehicles and equipment.

Technical aspects of field of specialty.

Shop math applicable to vehicle maintenance.

Health and safety regulations.

Methods and equipment used in electrical and acetylene welding, brazing and soldering.

Safe and defensive driving practices.

Applicable laws, codes, rules and regulations.

Record-keeping and report preparation techniques.

Principles of training and providing work direction.

Inventory methods and procedures.

Verbal and written communication skills.

Operation of a computer terminal and assigned software

Proper lifting techniques

**ABILITY TO:**

Plan, oversee and participate in the operations of the Vehicle Maintenance Department.

Diagnose, repair and maintain a wide variety of large and small gasoline, CNG, alternative-fueled and diesel-powered engines and related equipment.

Diagnose and repair mechanical, electrical and computerized malfunctions.  
Perform required inspections, preventive maintenance and services of buses, vehicles and other equipment and apply CHP and other requirements for maintenance of District vehicles.  
Operate specialized equipment used in repairing or servicing of vehicles.  
Read and apply technical and mechanical diagrams, schematics and repair manuals.  
Prepare and maintain a variety of records and reports related to assigned activities.  
Train and provide work direction to others.  
Perform electrical and acetylene welding, brazing and soldering.  
Assign and review the work of others.  
Analyze situations accurately and adopt an effective course of action.  
Maintain records and reports related to safety, preventive maintenance and work performed.  
Understand and follow verbal and written instructions.  
Interpret, apply and explain applicable laws, codes rules and regulations.  
Work cooperatively with others.  
Observe legal and defensive driving practices.  
Plan and organize work.  
Observe health and safety regulations.  
Operate a computer terminal and assigned software.  
Work independently with little direction.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to is required: graduation from high school and four years of responsible experience in the maintenance and repair of gasoline, diesel, CNG electric and alternative-fueled vehicles and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Commercial Class B license w/ "P" endorsement  
Valid Bus Driver Medical Card  
Maintain forklift certificate

**WORKING CONDITIONS:****ENVIRONMENT:**

Vehicle and equipment repair shop environment.  
Driving a vehicle to conduct work.  
Emergency call-out.  
Noise from equipment operation.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust, odors, oil/grease and gases.

**PHYSICAL DEMANDS:**

Standing or sitting for extended periods of time.  
Reaching overhead, above the shoulders and horizontally.  
Dexterity of hands and fingers to operate power tools and equipment.

Seeing to observe and perform repairs.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling or crouching to inspect buses.  
Climbing ladders or scaffolding.  
Lifting, carrying, pushing and pulling heavy objects.  
Heavy physical labor.  
Ability to lift up to 50 pounds.

**HAZARDS:**

Subject to noise from equipment operation.  
Exposure to fumes and vapors.  
Working in a cramped or restrictive work chamber.  
Working around and with machinery having moving parts.  
Traffic hazards.  
Driving a vehicle during adverse weather conditions.  
Working from heights.

**TERMS OF**

**EMPLOYMENT:** Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.