

## **HEAD AUTOMOTIVE MECHANIC**

### **DEFINITION**

Under direction of the Director of Transportation, to plan and supervise the maintenance and repair of gasoline and diesel powered vehicles operated by the District; to perform and supervise major mechanical repairs; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a one position classification. The incumbent is a working supervisor with the responsibility for the maintenance and repair of District vehicles.

### **ESSENTIAL FUNCTIONS**

Assigns, supervises, and participates in the work of overhaul, repair, and maintenance of all types of automobiles, trucks, busses, and other powered vehicles.

Participates in the purchase, acquisition, and disposal of automobiles, trucks, busses, and other powered vehicles.

Plans, requisitions, and stocks needed parts and materials.

Plans the work program of the shop, and assists in preparation of the annual budget.

Keeps records and prepares reports as required.

Instructs other personnel in difficult repair work.

Enforces safety regulations.

Inspects vehicles to determine need for repair.

### **QUALIFICATIONS**

#### **Knowledge of:**

Practices, processes, techniques, tools, and materials used in the maintenance and repair of vehicles; provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of pupils.

#### **Ability to:**

Plan, schedule, and carry out a preventive maintenance program; plan and supervise the work of others; perform skilled mechanical work; drive a school bus and other vehicles safely and efficiently; follow oral and written directions; regularly perform heavy physical labor, requiring ability to lift, carry, push, pull and move heavy objects or materials; stoop, reach, bend and/or stretch while checking or servicing vehicles; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 60 pounds and floor lift 92 pounds in an employee entrance evaluation; work cooperatively with others.

#### **Experience:**

Two years experience as an auto mechanic including experience in the repair of heavy equipment.

#### **Education:**

Equivalent to completion of the twelfth grade.

#### **License Required:**

Possession of a valid State of California Class A license (heavy duty equipment).