

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**Job Class Description**

**LEAD HEAVY DUTY MECHANIC**

**DEPARTMENT/SITE:** Transportation                      **SALARY SCHEDULE:** Cla

provide ongoing feedback to employee(s) regarding performance and communicate any identified performance deficiencies to assigned supervisor(s).

Operate computerized and specialized equipment in the testing, diagnosis, and repair of District vehicles; operate a computer and assigned software, including computerized on-board systems and electronics, to compile and evaluate information used in the diagnosis of system malfunctions.

Maintain an effective preventive maintenance program for buses, heavy-duty trucks, and other automotive equipment.

Prepare and maintain a variety of reports, records and files related to assigned activities; maintain time and material records for maintenance and repair jobs including vendor-performed repairs to assure quality control; prepare cost, time, and labor estimates; determine supply and equipment needs for repair jobs; order parts, as needed; maintain inventory control.

Conduct various site safety inspections including fuel tank and hose inspections; communicate with staff and school districts regarding various vehicle maintenance and repair services or needs.

Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and exchange information; serve as liaison with State Highway Patrol bus inspection program.

Operate a variety of vehicle maintenance and repair tools, machines, and equipment; operate standard office equipment, including computer and assigned software; drive a vehicle to various sites conduct work.

Attend a variety of meetings and participate in ongoing professional development to stay current with emerging technologies in the field of specialty.

Review repair manuals, technical repair, and service bulletins; interpret new laws and codes for implementation.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

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

Technical aspects of field of specialty.

Operation, theory and principles of gasoline, diesel and zero emissions engines.

Methods, equipment, tools, and materials used in the repair and maintenance of school buses and automotive equipment, minor body repair and paint.

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

Applicable laws, codes, rules, regulations, policies, and procedures related to assigned activities.

Operation of a fleet repair shop.

Principles and practices of providing technical guidance and leading the work of others.

Preventive maintenance methods for fleet equipment.

Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles, including on-board systems and electronics.

Provisions of the California Motor Vehicle Code, Education Code, and Administrative Code applicable to the operation and maintenance of school buses.

Principles of air and hydraulic brake systems.

Proper operation of school buses, District vehicles, and fork-lifts.

Techniques, practices, theories, and procedures of diesel, gas, and zero-emissions vehicles and equipment

maintenance and repair.

Safe and defensive driving methods and techniques.

Safe operation of related tools, equipment, and procedures in the overhaul, repair, and adjustment of engines and of fuel, ignition, electrical and cooling systems.

Appropriate Health and Safety regulations, safety precautions, and procedures.

Highway Patrol requirements for maintenance of school buses.

Shop math applicable to vehicle maintenance.

Proper lifting techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY**

Regular exposure to chemical fumes, dust, and odors.  
Working with heavy equipment and machinery with moving parts.  
Availability to work between 5:00 a.m. and 5:30 p.m.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate power tools, computer, and a variety of equipment.  
Visual acuity to observe and perform repair, read fine print, see up close and distances, color and peripheral vision, depth perception and the ability to adjust focus.  
Hearing and speaking to exchange information.  
Sense of smell sufficient to recognize and distinguish chemical fumes and odors.  
Stand, walk, sit, climb, kneel, crawl, crouch, squat, balance, and bend at the waist for extended periods of time.  
Reaching overhead, above the shoulders and horizontally.  
Regularly pull, push, lift and carry heavy objects weighing up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move more than 100 pounds.  
Subject to working at heights and in confined spaces.  
Mobility to climb and descend ladders.  
Physical stamina sufficient to perform heavy manual labor daily.

**HAZARDS:**

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.  
Working in a cramped or restrictive work chamber.  
Working around or with machinery having moving parts.  
Traffic hazards.

**NOTE:**

Safety-sensitive job class. Employees in this job class will be subject to random selection for alcohol or controlled substance testing.

**CLEARANCES:**

Criminal Justice Fingerprint /Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

**JOB CLASS HISTORY**

Approved: 06/26/86; 6/89 Eliminated; 1/00 Reinstated Spvr, R6;  
03/15 retitle to Fleet Maintenance Spvr (Ewing); 09/19 reinstate (as CL R35)  
10/19 reinstate as CL37 (CSEA negotiated higher range 10/03/19)  
07/23 Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23