

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: SCHOOL BUS MECHANIC FOREMAN

SALARY: RANGE 44 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Transportation Manager, oversee, inspect, expedite, lead, and participate in the maintenance and repair of the District's CNG, diesel, and gasoline school buses and vehicular equipment; oversee shop, perform Journey-level mechanic duties, and maintain accurate and correct records of all vehicular maintenance performed to meet District, State, and federal requirements; train and provide work direction and guidance to assigned personnel; responsible for planning, scheduling, assigning, estimating, coordinating, and prioritizing work; ensure all assignments are completed in a safe, proper, and timely manner.

DISTINGUISHING CHARACTERISTICS:

School Bus Mechanic Foreman oversees all School Bus Mechanics and performs a variety of standard and advanced mechanical duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

As a team leader, oversee, and participate with assigned personnel in standard and advanced mechanical activities for the maintenance and repair of District school buses and vehicles.

Assist in determining priority of work, planning, scheduling work, and recordkeeping; inspect, lead, and ensure on-site quality control and safety of work in progress.

Assist in arranging work schedules for emergency, routine, and periodic maintenance of District school buses and vehicles; assist in interviewing and selecting mechanic personnel.

Train new personnel as assigned and provide work direction and guidance to assigned personnel; arrange employee schedules and assign daily duties to assigned personnel.

Perform a variety of basic and advanced skilled activities in the maintenance and repair of District school buses and vehicles by lubricating and servicing transmissions, CNG, diesel, and gasoline engines, automatic and standard transmissions, differentials, clutches, carburetors, and starters; recommend work requiring the replacement of major parts to superiors.

Inspect, diagnose, and make emergency repairs to district vehicles and equipment; install special equipment, test equipment, and other specialized tools and equipment; may do acetylene and electric welding.

Maintain required records; ensure all school buses pass CHP inspections; ensure records are current for annual terminal inspection.

Facilitate organization and cleanliness of the District corporation yard; ensure that garage area, equipment, and materials are maintained in a safe, clean, and orderly manner.

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Perform hazardous materials inspections as required; ensure the disposal of hazardous materials meets established rules and regulations; maintain accurate records.

Responsible for underground storage tanks; inspect, locate, and diagnose mechanical defects and estimate the cost of repairs; maintain accurate records.

Coordinate preventive vehicle maintenance programs; maintain vehicles in a safe operational condition. Diagnose potential vehicle malfunctions; determine needed vehicle repairs and replacements.

Inspect school buses and other grounds equipment including gas and diesel-powered engines, drive trains, electrical system, mowers, trailers and other equipment; identify defects and ensure that the vehicle and equipment is in a safe operating condition.

Perform minor bodywork; repair floor coverings, upholstery, fenders, painting and other items; maintain the appearance and safe operation of the vehicles; fabricate parts for the purpose of providing items necessary for repairs.

Prepare documentation including records of repairs, maintenance logs, costs, vehicle warranties, and other documents; convey required information and ensure compliance with District, State, and federal requirements.

Repair vehicle systems and components including brake systems, air doors, lights, and other components; replace defective vehicle parts and systems including heating and electrical systems, tires, pumps, and other systems; ensure the availability of vehicles in a safe operating condition.

Respond to road calls regarding disabled vehicles; perform emergency repair work in the field as required and in accordance with established guidelines.

Perform road tests on vehicles and school buses; ensure that vehicles are in safe operating order; operate school buses as required.

Operate and maintain a variety of hand and power tools and equipment; maintain shop area; ensure the availability and functioning of required tools and equipment within a safe work area.

Monitor inventory levels of mechanical supplies and equipment; order, receive, and maintain appropriate inventory levels of supplies and equipment.

Maintain various records related to safety, expenses, project status, and assigned activities.

Perform preventive maintenance on equipment, school buses, and vehicles including replacing and servicing parts and components; assist with the completion of departmental functions.

Communicate with personnel and various outside agencies to exchange information, coordinate activities, and resolve issues and concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Principals of training and providing work direction.
- ▶ Principles, methods, and techniques of organization and leadership.
- ▶ Laws and regulations governing maintenance adjustment and repair of heavy-duty automotive equipment.
- ▶ Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
- ▶ Operation, theory, and principles of gasoline and diesel required and battery-powered equipment.
- ▶ Methods, equipment, tools, terminology, and materials used in the repair and maintenance of vehicles and equipment.
- ▶ Diagnostic procedures for vehicles and equipment.
- ▶ Technical aspects of field of specialty, including analog and digital electronic equipment installed in vehicles.
- ▶ Requirements of maintaining District vehicles and equipment in good repair.
- ▶ Proper methods of storing equipment, materials and supplies.
- ▶ Preventive maintenance principles and practices.
- ▶ Shop math applicable to mechanical trades.
- ▶ Health and safety regulations.
- ▶ Proper lifting techniques.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.

ABILITY TO:

- ▶ Effectively lead other School Bus Mechanics in daily work.
- ▶ Perform a variety of basic and advanced skilled activities in the maintenance and repair of District school buses and vehicles by lubricating and servicing transmissions, CNG, diesel, and gasoline engines, automatic and standard transmissions, differentials, clutches, carburetors, and starters; recommend work requiring the replacement of major parts to superiors.
- ▶ Operate a variety of hand and power tools and specialized equipment used in repairing or servicing of vehicles.
- ▶ Diagnose, repair and maintain a wide variety of large and small gasoline and diesel engines and battery-powered engines.
- ▶ Diagnose and repair mechanical, electrical and computerized malfunctions.
- ▶ Read and apply technical and mechanical diagrams, schematics and repair manuals.
- ▶ Analyze situations accurately and adopt an effective course of action; organize and lay out work; estimate time and inventory needs.

- ▶ Assemble, organize, and prepare data for records and reports; prepare and maintain a variety of reports, records, and files related to safety, preventive maintenance and work performed.
- ▶ Complete work with many interruptions; work effectively with limited supervision; meet schedules and time lines.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Operate standard office equipment including a computer and assigned software; type or input data at an acceptable rate of speed.
- ▶ Observe legal and defensive driving practices; observe health and safety regulations.
- ▶ Answer telephones and greet the public courteously.
- ▶ Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of Journey-level automotive or diesel maintenance and repair, including two years of experience in the repair and maintenance of heavy gasoline and diesel-powered equipment and CNG school buses.

OTHER REQUIREMENTS:

- ▶ Valid California Class B driver's license.
- ▶ DMV Pull authorization for NUSD.
- ▶ Appropriate Air Brake Certificate.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:**ENVIRONMENT:**

- ▶ Vehicle and equipment repair shop environment.
- ▶ Seasonal heat and cold or adverse weather conditions.
- ▶ Regular exposure to fumes, dust, dirt, oil/grease, and odors.
- ▶ Exposure to hazardous materials.
- ▶ Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a variety of tools and equipment.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Seeing to read a variety of materials and perform mechanical duties.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- ▶ Reaching overhead, above the shoulders, and horizontally.
- ▶ Bending, crouching, kneeling, and stooping.
- ▶ Walking or standing for extended periods of time.
- ▶ Heavy physical labor.

POTENTIAL HAZARDS:

- ▶ Working around and with machinery having moving parts; flying debris.
- ▶ Working in a cramped or restrictive work chamber.
- ▶ Exposure to chemical fumes and vapors such as gasoline and diesel fuel, dust, dirt, and oil/grease.
- ▶ Climbing ladders, working at heights.
- ▶ Driving a vehicle during adverse weather conditions.

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.***