

TRANSPORTATION MECHANIC, LEAD

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, performs a variety of duties and responsibilities related to the oversight and lead direction of departmental workflow which may include but is not limited to; maintaining parts and supplies, working with outside supply and repair vendors, scheduling repairs and work projects, scheduling bus routes, travel trips and driver assignments, overseeing the maintenance work order system, providing training and performing inspections and maintenance of department systems and equipment. Performs the full range of functions assigned to the Transportation Mechanic and Bus Operator as needed or required.

DISTINGUISHING CHARACTERISTICS

The Transportation Mechanic Lead is the experienced-level classification within the Transportation Mechanic series. The Transportation Mechanic Lead is the technical specialist and as the Lead requires a high level of independent judgement to perform the essential and duties and responsibilities of the classification; performs the most technical and difficult tasks requiring specialized or advanced skill in one or more areas of the work assigned; operates District buses and vehicles over designated routes on field trips and student or employee travel; provides work direction and guidance to subordinate level classified staff.

The Transportation Mechanic Lead is distinguished from the Transportation Mechanic in that the latter is the journey-level classification within the Transportation Mechanic series. The incumbent performs the full range of duties under general supervision and may be assigned specialized or more complex assignments requiring advanced skill. The incumbent exercises independent judgement within well-established guidelines, policies, and procedures in the execution of the essential responsibilities related to the area of assignment.

This is a Safety Sensitive level class of the Transportation Program series as defined by 49 Code of Federal Regulations. A “Safety Sensitive” designated job classification means an employee in the regular course of their duties is required to be subject to the US Department of Transportation workplace drug and alcohol testing program and register with the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse reporting program.

Additional ongoing requirements:

- Commercial Driver License – renewal every 5 years
- California School Bus Special Certificate – requires ongoing annual training and renewal every 5 years with CHP
- Medical Examiners Certificate – renewal every 2 years or less
- CHP First Aid/CPR testing – renewal every 5 years and/or First Aid CPR certification – renewal every 2 years

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION:

The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual

positions may do all or some combination of the duties listed below as well as other related duties.

1. Coordinates the day-to-day activities and workflow of the Transportation Department, including but not limited to processing, prioritizing, assigning, and reviewing work requests; supports Transportation services or other departments, as needed. *
2. Develops and implements a preventive maintenance program for all buses, vehicles, and equipment; schedules repairs and department projects *
3. Performs scheduled maintenance and maintains service records including but not limited to general vehicle and equipment inspections, CHP bus inspections, oil and other fluid changes, brake replacements, hydraulic systems, transmissions, and electronic systems. *
4. Schedules bus routes, travel trips, and driver assignments as needed. *
5. Provides lead direction and guidance on department projects; trains and assists department employees and the campus community including students and short-term employees. *
6. Diagnoses malfunctions and performs complex mechanical repairs on diesel, gasoline, and alternative powered vehicles and related equipment including but not limited to overhauling engines, transmissions, fuel systems, differentials, hydraulic, and air brake systems, and diesel and gasoline engine emission systems; repairs lighting systems; diagnoses and repairs electronic fuel injection systems, computers, and sensors. *
7. Tunes engines, adjusts points, timing, carburetors, valves, clutches, and brakes; utilizes computer diagnostic programs, electronic service, maintenance manuals, and electronic diagnostic tools for tuning, diagnosing, and repairing vehicle and equipment systems. *
8. Lubricates motorized equipment; cleans and replaces filters; charge and test batteries, tests and repairs charging systems. Mounts, balances, and repairs tires of all types. *
9. Welds and fabricates parts as needed. *
10. Services and repairs air conditioning systems on all types of vehicles and equipment. *
11. Performs minor body repairs and painting; repairs windows and windshields; repairs and replaces upholstery on buses, vehicles, and equipment. *
12. Prepares vehicles to pass the state smog check, diesel emissions, and smoke testing programs; tests or has vehicles tested and maintains records as required; generates, prepares, and submits required reports in coordination with the supervisor. *
13. Prepares estimates for costs of repairs; keeps records of repairs and maintenance work; orders parts and supplies as needed; verifies orders, deliveries, invoices, and pricing; works with outside vendors; may analyze actual costs compared to estimated cost. *
14. Ensures compliance with all department policies and procedures, including safety regulations; assists supervisor in coordinating and providing staff training in the utilization of proper protective gear and equipment as needed and/or required. *
15. Assists supervisor with department functions including but not limited to preparing and maintaining department records and reports, performing safety inspections, inspects and maintains department systems; handles storage and disposal of hazardous waste and manages surplus property. *
16. Trains and provides work direction, technical guidance, and leadership to subordinate classified staff and co-workers; fills in for supervisor in his or her absence. *
17. Operates a variety of office and shop equipment; runs specialized software programs including but not limited to, multi-line phones, Computerized Maintenance Management Systems, radio systems, computers, and electronic diagnostic equipment. *
18. Composes correspondence, update forms, gathers and compiles information for reports; prepares requisitions and purchase orders; reviews and verifies received orders; approves and submits invoices to manager for final approval and submits to accounts

- payable for processing, etc. *
19. Operates a computer to perform data entry, runs specialized software programs, access email, and District announcements, etc.; utilizes Computerized Maintenance Management Systems to create, complete, and close work orders. *
 20. Regularly participates in training for Emergency Evacuation Operations; assists with evacuations for the District and assists with surrounding community emergency evacuations in conjunction with law enforcement and emergency response agencies by providing bus transportation, when needed. *
 21. Drives buses and other motorized vehicles; operates trucks and trailers to haul equipment to and from campus, as needed. *
 22. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
 23. Serves on a variety of District committees as requested.
 24. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- High School Graduate or General Educational Development (GED); **OR**
- Certificate of completion of a formal trade apprenticeship program related to this position; **OR**
- Associate degree* in automotive technology or related discipline; **AND**
- Four (4) years of experience directly related to the duties and responsibilities of this position.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATIONS, AND OTHER REQUIREMENTS:

- Possession of a valid Class A or B Commercial Driver license with school bus, air brake, and passenger endorsements issued by the California Department of Motor Vehicles (DMV) **OR** a Class C license with the ability to obtain a commercial license with the required endorsements issued by the California DMV within the first 6 months of employment (probationary period).
- May be required to travel for various off-site meetings, trainings, conferences, and or events in support of the overall objective of the position.
- May be required to operate District buses and vehicles over designated routes and on field trips/travel.

CONDITIONS OF EMPLOYMENT:

- Applicants **MUST** pass a required pre-employment drug and alcohol test and all subsequent Department of Transportation (DOT) random drug and alcohol testing.
- Applicants **MUST** provide a current DMV Driver License Record report issued within the previous 30 days of hire
- Applicants are required to register with the FMCSA Clearinghouse reporting program.
- Possession of or the ability to obtain within the first six (6) months of employment (during probationary period):
- Valid school bus driver certification.

- Valid Medical Examiners Certificate (MEC) – required to operate a bus.
- Valid First Aid and Cardiopulmonary Resuscitation (CPR) certificate.
- Valid Motor Vehicle Air Conditioning (MVAC) 609 certificate.
- Valid Forklift and Aerial Lift Operators certificate**.

**District will provide training for certifications if required to perform the essential responsibilities of the position.

ALL required licenses and certifications must be maintained in good standing throughout the duration of employment with the District.

DESIRED QUALIFICATIONS:

- Experience, training, and certifications in gasoline, diesel, and alternative powered automotive and/or medium/heavy duty truck/bus multiplexed electronic engine control systems, preventive maintenance, and repair (Example; Cummins Insite, Caterpillar ET, Allison Transmission, Automotive Service Excellence (ASE) Certifications, Motor Vehicle Air Conditioning (MVAC) Systems.
- ASE Master Mechanic Certification: Automotive and light truck, or medium heavy-duty truck, or school bus.
- Valid school bus driver certificate.
- Valid First Aid/CPR certificate.
- Valid MVAC 609 certificate.
- Valid Forklift and Aerial Lift certificate.
- Experience, training and certifications in school bus maintenance, repair, and inspection.
- Experience driving medium/heavy trucks, buses, or school buses.
- Experience working within an educational institution.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training, and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Federal, state, and local laws, and regulations pertaining to the handling and disposal of hazardous waste related to the area of assignment.
- California Motor Vehicle and Education Codes applicable to the operation of vehicles. Safe driving practices in the transportation of students, staff, and faculty.
- Occupational Health and Safety Administration (OSHA).
- Tools, parts, equipment, and methods used in maintaining and repairing trucks, buses, and other motorized vehicles.
- Methods, techniques, parts, tools, and materials used in the overhaul, maintenance, and repair of diesel and gasoline-powered vehicles including transmissions, brakes, suspension, and steering systems; operation and maintenance of a wide variety of hand, power, and shop tools and electronic diagnostic equipment common to the area of assignment.
- Safe work methods and safety regulations pertaining to the area of assignment
- Practices and procedures of shop and field welding.

- Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment
- Methods, techniques, tools, and equipment used to align vehicles and equipment.
- Preventative maintenance and methods of lubricating and servicing vehicles.
- Tools and test equipment required to diagnose electrical and mechanical defects in motorized vehicles.
- Exhaust emission control systems.
- Computer software programs and applications, computer hardware, and peripheral equipment.
- Estimating repairs and preparing cost estimates.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Learn and interpret the rules, regulations, policies and/or procedures of the District and those affecting department operations.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Diagnose and repair a wide variety of diesel and gasoline powered vehicles and related equipment.
- Operate and maintain a wide variety of hand, power, and shop tools and equipment used in the area of assignment.
- Exercise independent judgement and initiative without close supervision.
- Generate and prepare records, documents, and reports.
- Read and interpret manuals, specifications, and drawings.
- Use shop mathematics to make calculations.
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Apply safe work methods and safety regulations pertaining to the area of assignment.
- Analyze situations accurately.
- Develop and implement preventive maintenance program.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Utilize schedules, policies, and procedures related to the transportation department operations.

- Accurately prepare cost estimates.
- Diagnose and perform routine to complex repairs of vehicles and equipment
- Skillfully and safely use tools and equipment.
- Clean, lubricate, and service automotive vehicles and equipment rapidly and thoroughly.
- Prepare repair estimates and keep accurate maintenance records,
- Drive a bus and other equipment safely and efficiently.
- Understand and follow verbal and written direction.
- Work cooperatively with others and in a team environment,
- Maintain shop in safe and clean manner,
- Effectively train and provide guidance to others using tact, patience and courtesy,
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Independently apply good judgment in making sound and educated decisions.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compose correspondence and reports related to the area of assignment, as required.
- Utilize keyboarding skills commensurate with the required functions for the position.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Demonstrate clear evidence of sensitivity to, and the understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students,
- Establish and maintain effective and cooperative working relationships with those contacted during the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class may provide work direction and/or guidance to lower-level staff, student assistants, student workers, and short-term, temporary staff.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. The incumbent may provide work direction to student workers and/or short-term,

temporary employees. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

Primary functions require sufficient physical ability and mobility to perform activities that require considerable use of arms, hands, legs, and moving the whole body, such as for walking, standing, lifting, bending, twisting, and reaching; to operate and control equipment or systems; and to verbally communicate to exchange information.

Vision: See in normal range with or without correction; vision sufficient to see sort and long distance for operation of vehicles on roads and highways and equipment, tools, computers and electronic devices.

Hearing: Hear in normal audio range with or without correction; ability to identify and understand speech of another person; to hear and understand, respond and communicate clearly in person and on the phone.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Working Conditions**

Tasks require occasionally moving heavy objects (50 to 100 lbs.), exposure to weather and temperature extremes, machinery hazards, intense noise from machinery, poor lighting, electric currents, toxic agents, and fumes, working in confined spaces, traffic hazards.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, transgender, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.