

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Automotive Repair Technician	REPORTS TO:	Garage Supervisor
DEPARTMENT:	Fleet Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OSS
REVISED:	April 25, 2007		

BASIC FUNCTION:

Lead and work with a group of automotive repair technicians, helpers, and service workers in performing major and minor maintenance and repair of light and heavy rolling stock.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Lead the work of a crew; establish job priorities and maintain work schedules. **E**

Repair and maintain all district vehicles, including automobiles, buses, trucks, vans, tractors, fork lifts, rollers, spray rigs, and other gas or diesel powered automotive and construction equipment, using computerized diagnostic equipment, power equipment, and hand or power tools. **E**

Repair or rebuild air and hydraulic brakes; charging, cranking, and electrical systems; instruments; cooling, emission, exhaust, and fuel systems; body and glass; lifts; steering components; rear chassis; frames; clutches; automatic and manual transmissions; transfer cases; driveshafts; power take-off units; hydraulics; air conditioning and heating systems; and cargo boxes and dumpbodies. **E**

Perform engine tune-up and smog inspections. **E**

Requisition materials and parts. **E**

Assist in training and directing the work of others. **E**

Maintain service and repair records and prepares reports. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to seven years of recent, full-time, paid diversified automotive mechanic.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Successful completion of a district-provided driver's license training program within one year of selection.

Possession of a valid California driver's license with a Class A rating and passenger, air brakes, and tank endorsement within one year of selection.

Current California Bureau of Automotive Repair (BAR), Automotive Service Excellence (ASE) and Smog certifications desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Materials, tools, and methods commonly used in the maintenance and repair of gasoline and diesel automotive and other mechanical equipment.

Oral and written communication skills.

ABILITY TO:

Repair and maintain vehicles, including automobiles, buses, trucks, vans, tractors, fork lifts, rollers, spray rigs, and other gas or diesel powered automotive and construction equipment, using computerized diagnostic equipment, power equipment, and hand or power tools.

Diagnose and repair computerized powertrain, anti-lock brake systems, and emission control systems on gasoline and diesel vehicles.

Estimate labor and material requirements.

Remain current on automotive design and engineering changes.

Establish and maintain effective working relationships with others.

Plan and organize work.

Train and direct the work of others.

Meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor setting; working in a garage around machinery with moving parts; driving a vehicle to road test or respond to emergency road service calls.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to perform assigned duties; lifting heavy objects.

NOTE: Employees possessing a California driver's license with a Class A or B rating will be subject to random selection for alcohol or controlled substance testing.

Job Code 8022
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