

Job Description

Job Title: Automotive Mechanic Crew Leader

Position Code: 5N31, EN31

Job Classification: Non-Exempt

Supervisor: Bus & Automotive Maintenance Manager

Pay Grade: 36

Contract Length: 245 Days

Job Summary

Position is responsible for supervising the work of automotive mechanics and other shop personnel on assigned shift and performs school bus and other vehicle maintenance as required.

Essential Duties

1. Supervises the work of automotive mechanics and other shop personnel on assigned shift and performs school bus and other vehicle maintenance as required.
2. Assists the Bus and Automotive Maintenance Manager in the daily operations of all transportation maintenance vehicles, materials, operations, scheduling and facilities.
3. Ensures that all school board vehicles, parts and materials are properly procured, inventoried and dispensed in accordance with internal guidelines.
4. Ensures a safe working environment and participates in the training of all shop employees; including on-going cross-training in all related skill areas with emphasis on mechanical skills enhancement and material inventory responsibilities.
5. Makes decisions with regard to the maintenance and repair of school board vehicles with minimal supervision.
6. Perform standby duty for a week on a rotating schedule.
7. Responds to vehicle emergencies after hours, on weekends and holidays on an as-needed basis.
8. Ensures that up-to-date, detailed and accurate maintenance records are kept on each vehicle.
9. Conduct quality assurance inspections on all work performed on assigned shift.
10. Perform annual employee evaluations
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Other Duties

1. Performs any other related duties as assigned by the Bus & Automotive Maintenance Manager or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or equivalent combination of experience and training within additional courses completed in supervisory skills, materials management or fleet maintenance and/or vocational training in related areas. Participation in a minimum of six (6) Newport News Public Schools Leadership Development Courses as prescribed by the Bus and Automotive Shop Manager. Eight or more years' experience as a skilled automotive and medium truck technician, involving repairs of buses, automobiles, and related equipment to include experience in the service and repair of Cummins, IHC International engines and Allison automatic transmissions. Thorough knowledge of school bus and support fleet operations to include; mechanical skills areas, diagnostic and trouble-shooting, materials management and administrative procedures. Proven proficiency in the maintenance and repair of all school board vehicles and power equipment. Thorough knowledge of automotive, truck and school bus mechanical systems; to include the service and repair of both gasoline and diesel

engines. Must have two master certifications from National Institute for Automotive Service Excellence (ASE) in applicable areas. Must possess a valid Class B Commercial Driver's License with P and S endorsements and a State of Virginia Vehicle Inspector's certification.

Working Conditions and Physical Requirements

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to bend, stoop and reach overhead. Must be capable of push/pull 50 pounds; lift/move up to 50 pounds for at least 50 feet.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/garage environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Assigned Automotive Mechanics

Supervision Received: Bus & Automotive Maintenance Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. The Automotive Mechanic Crew Leader will be required to follow any other instructions and to perform any other related duties as assigned by the Bus & Automotive Maintenance Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 07/19 CR