

## **BUS MECHANIC LEADWORKER**

### **DEFINITION**

Under general supervision, leads a group of mechanics and service workers; performs advanced working level maintenance and repair on diesel, gasoline and/or alternative fuel powered City buses and related equipment.

### **SUPERVISION RECEIVED/EXERCISED**

The Bus Mechanic Leadworker receives supervision from an Equipment Supervisor. This class provides lead direction to bus mechanics and service workers. This class does not exercise supervision.

### **DISTINGUISHING CHARACTERISTICS**

Bus Mechanic Leadworker is the lead/advanced working level class in the Bus Mechanic series. Incumbents assign work to a group of skilled and semi-skilled mechanics, using independent judgment in deciding methods of repair. Bus Mechanic Leadworker is distinguished from Bus Mechanic II in that incumbents of the latter are not required to provide lead direction to a group of Bus Mechanics. It is distinguished from Equipment Supervisor in that the latter is the first-line supervisory class.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but limited to, the following:*

Provides lead direction and participates in the maintenance and repair work on buses and related transit equipment.

Assigns and inspects the work of skilled mechanics and other shop workers and provides technical assistance and training on new or unusually complicated installations or repairs.

Requisitions parts, tools, equipment, and materials needed for repair work.

Performs skilled tasks in the repair and maintenance on buses and related transit equipment.

Performs engine tune-ups and adjustments using standard testing and diagnostic equipment.

Inspects, diagnoses, repairs, and maintains diesel, gasoline, and alternative fuel engines, drive train, brakes, suspension, steering, electrical including electrical systems, heating, ventilation and air conditioning and related components of transit vehicles and mechanical equipment.

Responds to road calls to repair buses and related equipment.

Maintains records of work performed and assists in the training of subordinates.

Maintains a clean work area and assists with the cleaning of shop areas and equipment.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

The operating principles of heavy duty engines and sub systems

The methods, materials, tools, and techniques used the repair of buses and related transit equipment.

The occupational hazards and safety precautions of the trade, including the handling of hazardous materials.

Troubleshooting and diagnostic practices and techniques for buses and related transit equipment.

#### **Ability to:**

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Provide lead direction to, and plan and assign the activities of, skilled mechanics and other shop workers.; provide technical assistance and training.

Diagnose mechanical and electrical systems and related sub-systems.

Adapt available tools and repair parts to specific repair problems.

Interpret and work from manuals, schematics, sketches, diagrams, and work orders.

Understand and carry out written and oral instructions.

Read, write and perform shop math at the level required for successful job performance.

Prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Operate computers and applicable software applications for completion of assigned duties.

**Skill to:**

Properly use hand and power tools and machinery used in transit bus repair work.

Safely operate a motor vehicle.

**MINIMUM QUALIFICATIONS**

Possession of a High School Diploma or equivalent GED Completion;

**AND**

Two (2) years of full-time paid experience performing fully skilled maintenance and repairs on diesel, alternative fuel and/or gasoline powered buses and related equipment;

**AND**

Possess a valid National Institute for Automotive Service Excellence (ASE) Master Transit Bus Technician certification, OR, possess a minimum of six (6) valid ASE certificates in the following listed components:

- Compressed Natural Gas (CNG) Engines (H1)
- Diesel Engines (H2)
- Drive Train (H3)
- Brakes (H4)
- Suspension/Steering (H5)
- Electrical/Electronic Systems (H6)
- Heating, Ventilation & Air Conditioning (H7)
- Preventive Maintenance & Inspection (H8)

**Special Requirement(s):**

Possess a valid California Driver's License at time of appointment. Within thirty (30) days of appointment must obtain a valid Commercial Instructional Permit. Within six (6) months must obtain and maintain a valid Commercial Class B California Driver's License with required endorsements and without air brake restriction.

APPROVED: Signature on File DATE: 12/01/16  
Director of Personnel Services