

BUS MECHANIC LEADWORKER

DEFINITION

Under general supervision, leads a group of mechanics and service workers; performs advanced working level maintenance and repair on gasoline and/or alternative fuel powered City buses including Compressed Natural Gas (CNG), Hydrogen Fuel cell, Battery Electric, 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 including Compressed Natural Gas (CNG), Hydrogen Fuel Cell, and Battery Electric, 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.

Skill/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.

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

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED Completion.

Experience:

Three (3) years of full-time paid experience performing fully skilled maintenance and repairs on diesel, alternative fuel including Liquid Natural Gas (LNG, Compressed (CNG), Hydrogen Fuel cell, Battery Electric or gasoline powered buses or related equipment. A certification of completion or an Associates Degree from a recognized vocational, technical school, or accredited college or university program in automotive or heavy equipment technology may be substituted for one (1) year of experience.

Special Requirement(s):

Possession of a valid California Commercial Class B California Driver's License with required endorsements and without air brake restriction is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

Possession of a valid National Institute for Automotive Service Excellence (ASE) Master Bus Transit (H) Technician certification is required at the time of application and continued maintenance throughout the term of employment in this classification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds

of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: (Signature on File) DATE: 8/24/2026
Director of Personnel Services

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