

CHIEF MECHANIC (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving responsibility for overseeing and participating in repair and maintenance of automotive equipment for a school district. Duties include performance of the more difficult tasks of the trade. General supervision is received from the Transportation Supervisor or other school administrators, with wide leeway permitted for the exercise of independent judgment in planning and scheduling. Supervision is exercised over the work of automotive mechanics and other skilled and unskilled workers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees repair and maintenance of all automotive and special equipment in the school district;

Oversees and manages semi-annual New York State Department of Transportation inspections, including preparation of supporting documents and all other necessary preparation and follow-up;

Analyzes trouble in gasoline and diesel motors and decides on needed repairs;

Plans, directs and oversees the work of automotive mechanics and related personnel;

Leads in the most difficult repairs of gasoline and diesel motor equipment;

Performs skilled work in the repair, adjustment and rebuilding of equipment;

Inspects work in progress to see that repairs and replacements are properly made and that units are satisfactorily assembled;

Maintains personnel records including staff attendance, report times, etc., as required;

Makes estimates of time and cost, and prepares bids and work orders;

Organizes repair schedules to permit the efficient and economical use of equipment;

Monitors and maintains accurate records and logs of daily fuel usage, mileage and related data, and orders fuel as needed;

Maintains inventory and requisitions parts as needed;

Tracks and maintains records and data relative to all school district automotive equipment, including repairs performed, parts replaced and other pertinent information;

Inspects vehicles and maintains records of automotive equipment in accordance with State inspection law requirements;

Makes recommendations for replacement of worn equipment;

Operates computers and uses software to maintain information and records, prepare reports, maintain databases; and perform related clerical functions, as needed;

Attends training seminars and keeps informed of new technological developments relative to automotive diagnostics and repairs;

Performs a variety of related activities as required.

CHIEF MECHANIC (SCHOOL) (cont'd)

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the common practices, terminology, standard tools and equipment of the trade and in the operation of machines, computerized systems, and other equipment used in testing, repairing and adjusting motors and parts; good knowledge of the operating principles and mechanics of internal combustion engines; good knowledge of the occupational hazards and safety precautions of the trade; ability to plan, organize and direct the work of others; ability to maintain records and prepare reports; ability to establish and maintain effective working relationships; ability to transmit clear verbal and written instructions; ability to understand and follow written and oral directions; initiative; dependability; good judgment; resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Three (3) years of experience as a journeyman automotive mechanic including two (2) years of supervisory experience; or
- b) Eight (8) years of progressively responsible experience as a skilled automotive mechanic including three (3) years of supervisory experience; or
- c) An equivalent combination of experience and training as indicated in a) and b).

SPECIAL REQUIREMENT: Possession of a current valid New York State Commercial Drivers license, appropriate to the type and size of equipment being operated, at time of appointment.