

AUTOMOTIVE TECHNICIAN - LEAD

GENERAL RESPONSIBILITIES

Manage a shop or bay in the garage responsible for the maintenance and repair on school buses and motor pool vehicles to insure that all buses and vehicles are safe and dependable.

ESSENTIAL TASKS

(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.)

- Supervise a shop or bay in the garage and is responsible for all repairs and maintenance performed on busses and other vehicles.
- Assign work to be performed on vehicles.
- Train employees in new procedures.
- Supervise Automotive Technicians and Automotive Servicemen.
- Approve annual leave request.
- Write State Inspection stickers and oversee sticker inventory and supplies for the State Police.
- Recommend type of repair to be performed.
- Verify that all buses comply with all State Department of Pupil Transportation standards.
- Recommend purchase of new equipment and the survey of old and obsolete equipment.
- Sew upholstery and replace seat covers on School Buses.
- Accept phone calls from Bus Drivers, Venders and Citizens.
- Recommend additions and improvements to building and compound.
- Maintain spare bus fleet to provide to drivers when their buses are in for repairs.
- Insure that all buses are safe and dependable.
- Analyze part and supply needs and recommend inventory stocking levels to storekeeper.
- Provide professional technical information to Fleet Manager and Garage Supervisor as needed.
- Recommend the hiring of new employees as needed.
- Interpret repair manuals, parts manuals, and work orders.
- Repair and maintain shop equipment. Distribute work orders to team members, supervise repairs, and provide technical advice and assistance. Help determine the need and feasibility of major repairs.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the methods, tools and equipment used in the repair of buses, automotive passenger cars, trucks, construction and maintenance equipment; thorough knowledge of and skill in the use and operation of shop tools and machinery; ability to detect by inspection any worn or broken automotive parts; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to follow oral and written instructions accurately; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

High school graduate or GED. Valid Virginia State Police issued State Inspectors License. Considerable experience with gas and diesel engines and systems and repair procedures. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift articles up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Commercial Driver’s License within 90 days.

FLSA status: Non-exempt	Description: Rev. 6/00
-------------------------	------------------------