

Wentzville R-IV School District
Position Description
Locator: 7.03

Position Title: Lead Mechanic

Reports To: Director of Transportation Services

SUMMARY

Assists the Director of Transportation in the maintenance of a safe, efficient transportation system for the Wentzville R-IV School District.

QUALIFICATIONS/REQUIREMENTS

Lead Mechanic shall have earned a high school diploma or its equivalent. The Lead Mechanic shall have experience in maintenance and repair of diesel engines, have been a journeyman mechanic, and must possess a valid Missouri Bus Drivers License.

ESSENTIAL JOB DUTIES

- Demonstrates extensive knowledge of operation, maintenance, and repair of all classes of pupil transportation vehicles used by the Wentzville R-IV School District.
- Is responsible for the installation of safety equipment used by the school district's transportation system.
- Keeps accurate, current records on the maintenance schedule for all district vehicles used by the pupil transportation system.
- Keeps the tools and machinery of the transportation system in a safe, organized manner.
- Makes recommendations to the Director of Transportation regarding purchase of spare parts and necessary repair of vehicles.
- Periodically inspects all vehicles to insure they are in proper working order.
- Establishes and maintains a systematic program to keep transportation vehicles clean.
- Establishes and maintains a systematic program for routine vehicle maintenance.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Transportation.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

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EVALUATION

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.