



REVISED: Submitted:  
01/24/2024 01/23/2024

JOB TITLE:	LEAD WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8792
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills. Trains other mechanics and works as lead mechanic.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule

Evaluates and/or diagnoses repairs and progress of repairs at intervals during the work period

Makes necessary checks to stockroom to procure parts and information on parts

Trains mechanics on preventive maintenance inspections, vehicle records, and proper work procedures

Works as a mechanic and with mechanics to evaluate, train and motivate them

Maintains vehicle records

Dispatches mechanics on service runs

Analyzes combustible engine failure by using electronic testing equipment

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

Supervises the garage in the absence of the foreman

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of buses, trucks, and cars

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification. Good for the life of employment, no need to retest
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Knowledge of applicable school system policies and procedures
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Ability to analyze combustible engine failure by using electronic test equipment
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Working knowledge of both gasoline and diesel engines
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Ability to work with people in a positive manner
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Experience in a diverse workplace
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