

Mechanic Lead, Auto/Buses**Reports to:** Manager, Shop**Structure/Grade:** Unified 118**Division:** Operations**Workdays:** 246 Days**Position Summary**

Perform specialized tasks involving skilled trade work to coordinate the maintenance program for fleet vehicles. Assign tasks to mechanics and ensure safe, reliable operations. Perform work autonomously with limited supervision as an experienced individual contributor, serving as a team lead.

Essential Job Duties

- Complete routine, non-routine, and sometimes complex tasks in a timely manner, following through on processes from end to end.
- Assign and monitor mechanics in the repair and servicing of automotive vehicles, ensuring work is performed efficiently and adheres to safety standards.
- Inspect completed vehicle repairs to confirm compliance with safety laws, regulations, and conformance to established standards.
- Conduct initial inspections of buses to identify necessary repairs, establish work schedules, and determine required parts.
- Maintain shop safety standards by ensuring that vehicles are repaired and maintained properly, and are safe for operation.
- Authorize requests for tools and parts as needed to facilitate the timely completion of repair tasks.
- Participate in the interview process for hiring new mechanics and assist with their subsequent training processes.
- Anticipate tasks based on defined processes and timelines.
- Recommend process improvements as appropriate.
- Perform additional duties as assigned.

Qualifications

- Associate degree in Automotive Technology, Diesel Technology, Mechanical Engineering, or a related field, **or** high school diploma with additional continuing education through a certification program, plus 10+ years of related experience required.

Knowledge, Skills, and Abilities

- Knowledge of school buses and service vehicles such as automobiles, trucks, excavating equipment, and construction equipment.
- Knowledge of engine and mechanical maintenance, parts installations, and other servicing and repair procedures.
- Knowledge of electrical principles pertaining to automotive heating and air conditioning.
- Knowledge of rotating assembly theory.
- Knowledge of Department of Motor Vehicles regulations and DCSD Transportation department rules and regulations.
- Knowledge of computer diagnostics of electronically controlled vehicles.
- Effective oral, written, and interpersonal communication skills.
- Ability to maintain records.
- Ability to assemble, cut, and weld different types of metals.
- Ability to perform inspections, diagnosis, repair, and maintenance of gas- and diesel-powered vehicles.
- Ability to determine methods and procedures for new assignments.
- Ability to work collaboratively and seek assistance when needed.
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously.

Physical Demands and Work Environment

- Constantly operates and inspects mechanical equipment.
- Constantly positions self to use, inspect, clean, or repair tools and machinery.
- Constantly observes details at close range.
- Frequently required to exchange accurate information.
- Frequently remains in a stationary position.
- Frequently moves tools and equipment weighing up to 50 pounds across the facility.
- Frequently operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.

- Occasionally moves tools and equipment weighing up to 75 pounds across the manufacturing floor.
- Occasionally ascends/descends machinery and equipment to repair/service.
- Must have a valid driver's license and a clean driving record.
- Constantly exposed to loud noise levels.
- Constantly exposed to moving mechanical parts.
- Occasionally exposed to mechanical oils, vibration, and risk of electrical shock.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 9/14/2025