

Position:	Fleet Maintenance Lead
Term:	12 Months
Classification:	Classified/Non-Exempt
Location:	Buildings, Grounds, and Transportation
Qualifications:	Must have or be able to obtain a Missouri Class E CDL; Certified to work on Air Conditioning; Minimum of five years mechanic experience maintaining a substantial fleet of school busses in the state of Missouri; College and/or technical training helpful but not required
Supervisory:	Yes
Reports to:	Director of Facilities

The Fleet Maintenance Lead performs supervisory and planning duties as a working lead man maintaining the District's fleet of busses, cars, service trucks, and mowing equipment.

#### General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

#### Essential Functions:

- Diesel/gas engine mechanic doing both computer diagnostic and repair work.
- Must be able to diagnose and repair transmission systems and components.
- Must be able to repair hydraulic, anti-lock, and Lucas Gurley brake system.
- Must be able to diagnose and repair various chassis components, such as: front and rear axles, front and rear suspensions, steering, drive-line, exhaust, electrical, clutch, body and frame.
- Must be knowledgeable of Missouri regulations as they pertain to K-12 school busses.

- Must be able to establish and maintain records as they apply to vehicle maintenance, certification, and insurance.
- Must be able to establish and maintain adequate stores of repair parts, tires, and fuel.
- Must be able to establish and maintain records and properly manage hazardous materials produced within the department.
- Must be knowledgeable and capable of maintaining State Certifications of the bus fleet at current levels of excellence.
- Must have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Carry out all other duties as assigned.

### **Physical Demands**

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### **Attendance**

Regular and consistent attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

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Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.