



# Nye County School District - Human Resources

## Job Description

|                            |                                                        |
|----------------------------|--------------------------------------------------------|
| <b>Title: Shop Lead</b>    | <b>Classification: Classified</b>                      |
| <b>FLSA Status: EXEMPT</b> | <b>Terms of Employment: 8 hours per day, 12 months</b> |

**JOB GOAL:** Provides direction to Mechanics and Mechanic Helpers in providing mechanically sound vehicles and equipment for the safe transportation of the district's students and staff

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD Policies and Administrative regulations.

1. Maintains and repairs all systems of school buses, trucks, passenger vehicles and other motorized equipment as directed by the Transportation Director.
2. Performs routine preventive care maintenance on district vehicles, transportation shop and equipment.
3. Maintains high standards of safety and cleanliness in the workplace.
4. Orders parts and supplies for shop and vehicle needs.
5. Determines needed parts inventory levels.
6. Provides input to Fleet Services Supervisor on employee evaluations for Mechanics and Mechanic Helpers.
7. Monitors daily activities of shop employees to ensure compliance with current Federal, State, Local and NCSD rules and regulations.
8. Operates maintenance and inventory software.
9. Operate machinery and other equipment related to the inspection, diagnosing, repairing, maintaining of all the district vehicles (e.g. brake lathe, steam cleaner, bus washer, forklift, tire machines, balancing machines, air conditioning machines, computerized diagnostic equipment, etc.).
10. Conducts road tests of vehicles pre and post repair.
11. Provides training on repair procedures and new processes to employees.
12. Assists with development of periodic maintenance programs when assigned.
13. Perform other tasks related to area of responsibilities as assigned by Supervisor.

### POSITION EXPECTATIONS

#### Knowledge, Skills and Abilities:

1. Knowledge of safe and efficient physical labor procedures.
2. Familiar with and understands FERPA, HIPAA, and other confidentiality requirements in an educational setting.
3. Familiarity with and ability to support the implementation of district policies and administrative regulations related to assigned duties.
4. Ability to recognize and report safety hazards and unauthorized individuals on campus, and respond appropriately to incidents requiring immediate attention.
5. Awareness of and participation in district and school emergency response procedures, including fire drills, lockdowns, evacuations, and other safety protocols.

### POSITION REQUIREMENTS

#### Education, Training, and Experience:

1. High School Diploma or equivalent
2. Five (5) years of professional experience in the maintenance, repair and overhaul of buses, trucks, cars and other motorized vehicles and equipment.

**OR**

- Four (4) years of the above; plus one year of formal vehicle mechanic training from an accredited vocational trade school.
3. Satisfactory driving record to qualify for District vehicle insurance coverage

**Licenses and Certifications:**

1. Valid CDL class A or B with a Passenger and School Bus Endorsement

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Ability to travel throughout the District as needed
3. Compliance with NCSD Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Sedentary/minimal; medium-Exertion of force to 50 lbs., Occasionally, 10-25 lbs., frequently, up to 10 lbs., Constantly or a negligible amount of force to lift, carry, pull or push or move objects.

**Physical Demands:** Frequent reaching, stooping, kneeling, bending, handling, fingering, talking and hearing. Mobility to work in a typical shop, garage, yard setting and use standard office and two-way radio equipment. Hearing and speech to communicate in person, over the telephone and via a two-way radio.

**Vision:** Frequent near acuity to read printed materials, instructions, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate controlled shop/garage setting with temperatures ranging from mild to moderate cold/heat. Uncontrolled outside yard setting with temperatures ranging from mild to extreme cold/heat. Exposure to noise level ranging from moderate to loud, and from occasional to frequent periods.

**Hazards:** Frequent exposure to fumes of vehicles, exhausts, solvents, cleaners, gasoline, battery acid, sealers, etc. Furniture, office/mechanic shop equipment, moving vehicles, heavy equipment, chemicals (as related to specific assignment), and power/hand held tools and machinery (as related to specific assignment).

**Working Conditions:** Tools and equipment necessary to carry out the functions of the position description.

Approved by: \_\_\_\_\_

Superintendent

Date





## **Nye County School District**

### **NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX**

Nye County School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to NCSD's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both:

Michelle "Chelle" Wright, PHR, CLRP  
Director of Human Resources/Title IX Coordinator  
Nye County School District  
484 S. West St., Pahrump, NV 89048 · 775-727-7743, extension 300  
[title9coordinator@nyeschools.org](mailto:title9coordinator@nyeschools.org)

NCSD's nondiscrimination policy and grievance procedures can be located at:

<https://bit.ly/NCSDPolicies-AdminRegs>.

(NCSD Policies and Administrative Regulations 0210/0210aR/0210bR/0210cR, 0211/0211R, 0212/0212R, 0213/0213aR/0213bR/0213cR, and 6110/ 6110R)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [title9coordinator@nyeschools.org](mailto:title9coordinator@nyeschools.org).

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>.

#### **Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form in its programs and activities, on the basis of race, color, national origin, religion, gender, disability, age, pregnancy, sexual orientation, ancestry, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard, and provides equal access to the Boy Scouts and other designated youth groups.

#### **Americans with Disabilities Act**

It is the policy of Nye County School District to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, and conditions and privileges of employment.

Nye County School District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Nye County School District. Please contact Human Resources or the Section 504 Coordinator with any questions or requests for accommodation.

Shanda Roderick  
Director of Special Education/Section 504 Coordinator  
Nye County School District  
Special Education Support Services  
484 S. West St., Pahrump, NV 89048 · 775-751-4015