



**Laredo Transit Management Inc.  
Job Description**

**Job Title:** **Lead Mechanic**  
**Department:** Maintenance  
**Reports To:** Maintenance Manager & Assistance Maintenance Manager  
**FLSA Status:** **Non-Exempt**  
**Application Period:** January 12, 2026 until filled

**SUMMARY OF DUTIES:**

Directs and assists the maintenance team ensuring the daily preventative maintenance, repairs and cleaning of vehicles. Responsible for servicing all buses, paratransit vehicles, support vehicles, electrical equipment and apparatus as necessary. Assist skilled and unskilled workers in their duties. Supports Maintenance Manager and Assistant Maintenance Manager in answering phones/radio and performing road calls.

**MINIMUM QUALIFICATIONS:**

- High School diploma or G.E.D.
- Valid Texas Driver's License (CDL Class A).
- Five years of experience in related field.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to consistently operate within the framework of collegiality and teamwork.
- Ability to perform work in a productive and safe manner.
- Ability to effectively communicate both verbally and in writing in the English language.
- Considerable knowledge of equipment systems to be serviced and repaired, such as automotive equipment, including gasoline, compressed natural gas (CNG), and diesel engines, hydraulic systems, and brake systems.
- Ability to diagnose mechanical and electrical defects in automotive equipment.
- Ability to adapt available tools and to make repairs to specific repair problems.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Ability to prepare wide range of departmental procedures under occasional supervision.
- Ability to prepare technical reports properly and accurately.
- Ability to establish and maintain effective working relationships with supervisors and co-workers.
- Ability to project a positive and professional image for El Metro.
- Ability to perform other duties as assigned by supervisor.

EXAMPLE OF WORK PERFORMED: (The following is not intended to be a complete list of all duties performed.)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs all major aspects of preventative maintenance inspections, including brake systems and transit coach electrical systems.
- Rebuild component systems such as vehicle brakes, actuators, valves, air conditioning compressors, air supply compressors, couplers, and gearboxes.
- Installs, maintains repairs, inspects, and adjusts electronic equipment to include destination signs, revenue collection equipment, communication equipment, and other electronic, computerized equipment.
- Troubleshoot and resolves work problems, or assists in resolving work problems.
- Provides instruction and training to support the development of Technicians and Maintenance Programs.
- Assist the Maintenance Manager and the Shop Foreman with work task assignments and daily time records.
- Answer phones/radio and schedules road calls.
- Schedules, plans and prepares work orders to complete job assignments.
- Verifies documentation of mechanics and servicemen completed work.
- As required, is dispatched to field to perform repair work.
- Promotes safety and good housekeeping throughout the Maintenance Shop.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed inside and outside the building facility. Physical ability requires frequent subjection to elements such as fumes, gases, dust, grease, smoke, oils, noises, and extremes in temperature/humidity. The employee is regularly required to stand and walk, occasionally required to sit, listen and lift and/or move up to 50 lbs. and/or move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Must have sufficient color vision to identify colors of electrical wires used in the repair and maintenance of motor vehicles and related equipment. These colors primarily include: red, blue, yellow, orange, green, purple, black, white, brown, gray, tan, and pink. Physical ability required to be mobile, bend, stoop, stand, climb ladders and/or stairs, reach to adjust or repair equipment or materials, simultaneous use of both arms and feet. Requires simple grasping and fine manipulation as well as hard grasping and medium dexterity as well as foot controls either simultaneously or single use.

Work hours may involve early mornings, late night, weekends, holidays and/or split shifts. Days off are subject to be canceled.

Laredo Transit Management, Inc. Is an Equal Opportunity/ Affirmative Action Employer and Complies with the Americans with Disability Act.

Apply by submitting an application to El Metro Administrative offices located at, 1301 Farragut St. -3<sup>rd</sup> Floor West, Laredo, Texas 78040 Scott Street. For application, job description or information, please contact us at (956) 795-2280 ext. 228.