



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **HEAD MECHANIC**

QUALIFICATIONS:

1. High School Diploma or GED.
2. Shall meet all of the requirements of the Jackson School District mechanic job description.
3. The minimum requirements for a drivers license must have a valid NJ Class B commercial drivers license with air brake endorsement, passengers endorsement with a mechanics restriction.
4. Must have knowledge of using computers to diagnose vehicle systems, to read error codes, find information for repairs and make the repairs.
5. Three (3) years experience in the automotive field or graduated from a technical automotive school.
6. Must have the ability to diagnose and assist in the repairs of all equipment
7. Must be able to assist in maintaining efficient work and maintenance schedules.
8. Must possess appropriate mechanical training and skills to conduct, evaluate, order parts, and analyze all school bus and district vehicle maintenance repairs.
9. Must have the ability to be flexible in the work schedule for either shift coverage.
10. Have knowledge of air conditioning systems, electrical systems, and mechanical systems and be able to repair and rebuild all vehicle components for replacement. This includes engines, suspensions, drivelines and rear end gears.
11. Must be able to work with oil, grease, fuel, cleaners, soaps and other vehicle fluids on a daily basis.
12. Must be able to work outside in the weather to maintain and repair district vehicles.

13. Must be able to sit, bend, stand and perform repetitive motions for long periods of time to repair, fuel or clean vehicles.
14. Must be able to lift and carry vehicle components of seventy-five (75) pounds 15% of the time.
15. Ability to maintain a positive work environment.
16. Must be able to speak, read and write in English. Shall have strong interpersonal and communications skills. Must be able to understand, remember, and carry out all oral and written directions given by district employees and district administration.
17. Shall supply their own tools up to one and one-quarter inch (1 1/4"), including sockets, wrenches, hacksaw, etc. Specialized equipment will be supplied by the school system.
18. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Supervisor of School Bus Maintenance, Shift Supervisor or Transportation Administrator.

JOB GOAL: To provide a safe and reliable fleet of vehicles to provide for the safe transportation of students.

PERFORMANCE RESPONSIBILITIES:

1. Report to the supervisor ready and in uniform at the start of your shift and after the completion of your assigned job.
2. Shall perform all duties in the most efficient manner possible and cooperate with all district employees and all co-workers in the interest of the school district.
3. Assist or supervise daily work assignments when vehicle maintenance supervisors are not available. Handle shop communications, answer the telephone, Nextel, beepers and radio when needed. Perform record keeping in the absence of the vehicle maintenance supervisors.

4. Order parts and supplies required for completing vehicle repairs. Supervise and repair with the diagnosing, assigning, and repairing of district vehicles and equipment in a safe and efficient manner.
5. Keep and maintain invoices, records, and repair orders. Reporting problems with the vehicle, repairs made, parts used, parts purchased and time spent on repairs and the need for follow up of the vehicle as instructed by the vehicle maintenance supervisors. Catalog information into the maintenance program.
6. Check and take all necessary safety precautions in performing work to obtain, store, safeguard, distribute, and properly use needed equipment, materials, and supplies in the absence of the vehicle maintenance supervisors.
7. Handle road calls quickly and efficiently.
8. Promote high standards of safety and good housekeeping methods in work connected areas, and to delegate and oversee all work performed by other shop personnel.
9. On site and in the field, perform mechanical work on school vehicles, automobiles, trucks, and other motorized and mechanical equipment, including maintenance equipment, sanitation, recycling equipment and all other District equipment of a heavy and light duty nature.
10. Perform preventative maintenance and safety checks on all vehicles and equipment as scheduled. Record all information according to sheets supplied and indicate on those sheets time spent, repairs made, parts used and defects still needing attention.
11. Record and complete repair orders of all vehicles worked on. This includes reporting problems with a vehicle, repairs made, parts used, time spent on repairs and the need for any follow up on the vehicle to the supervisor to ensure that the vehicle is scheduled for additional repairs.
12. Check all fluid levels on district vehicles and replenish as required. Record all fluids disbursements with the mileage on appropriate forms and proper data entry.
13. Repair vehicles and replace parts as needed or directed.
14. Perform tire maintenance and records on all as needed or directed.
15. Will transport vehicles as needed or directed.
16. Make repairs and adjustments to district vehicles as needed. Will make repairs to vehicles at breakdown locations.

17. Shall report in writing to the vehicle maintenance supervisor any known defects found in the equipment.
18. Clean the work area after each repair and return all tools back to the proper storage area.
19. Fuel vehicles, check lights and tires. Do a visual walk around inspection of each vehicle looking for damage and needed repairs. This should include draining the air tanks, check lights and tires.
20. Wash and clean the windows, interior and exterior of all district vehicles as directed. Empty waste baskets when directed.
21. Pick up and deliver parts, equipment, paperwork and information as directed.
22. Remove snow from the shop and fuel pump area and walkways around transportation. Spread salt or sand on icy areas.
23. Remove and replace cameras, hard drives and VCR tapes from school vehicles.
24. Extract information from the vehicle computer systems as needed.
25. Must be clean and neat in appearance at all times and wear the uniforms supplied by the Board of education
26. Perform any other tasks assigned by the Supervisor of Vehicle Maintenance, Shift Supervisor or Transportation Administration.

TERMS OF

EMPLOYMENT: Twelve (12) month employee with work day schedule to be determined by the Supervisor of Vehicle Maintenance. Salary determined by the appropriate contract.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda

DATE: 3/27/12

REVISED: _____