



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **MECHANIC'S HELPER**

QUALIFICATIONS:

1. High School diploma or GED.
2. The minimum requirements for a drivers license is to possess a valid NJ Class B commercial driver license with air brake endorsement, passengers endorsement with a mechanics restriction. If the applicant is under twenty-one (21) years of age, six (6) months after the employee's twenty-first birthday, the employee must have obtained a valid NJ Class B CDL with air brake endorsement, passengers endorsement with a mechanics restriction or resign from the position for failing to meet the qualifications.
3. One (1) year experience in the automotive field or attended a technical automotive school.
4. Must be able to work with oil, grease, fuel, soaps, cleaners and other vehicle fluids on a daily basis
5. Must be able to work outside in the weather to maintain, repair and fuel district vehicles.
6. Must be able to sit, stand, bend and perform repetitive motions for long periods of time to repair, fuel and clean vehicles. Must have the ability to climb in and out of buses.
7. Must be able to lift and carry vehicle components of seventy-five (75) pounds 15% of the time.
7. Ability to maintain a positive work environment.
8. 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.
9. 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.

10. Must have ability to speak, read and write in English.
11. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Director of School Bus Maintenance, Shift Supervisor or Head Mechanic.

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. Will make repairs to vehicles at breakdown locations.
4. Perform preventative maintenance, mechanical work and safety checks on all District vehicles and equipment as scheduled. Will diagnose problems, make repairs, service equipment, replace minor components in a safe and efficient manner as needed or directed on site and in the field.
5. Record and complete repair orders of all vehicles and equipment worked on. Report problems with a vehicle, repairs made, parts used, and time spent on repairs and the need for follow up on the vehicle to be written and verbally reported to the supervisor to ensure that the vehicle is scheduled for additional repairs.
6. Check all fluid levels on district vehicles and replenish as directed or required. Record all fluid disbursements with the mileage daily on appropriate forms and proper data entry.
7. Perform tire maintenance and records on all as needed or directed.
8. Will transport vehicles as needed or directed. Pick up and deliver parts, equipment, paperwork and information as directed.
9. Will make repairs to vehicles at breakdown locations.
10. Shall report to the vehicle maintenance supervisor any known defects found in the equipment.

11. Clean the work area after each repair and return all tools back to the proper storage area.

PERFORMANCE RESPONSIBILITIES: (cont.)

12. Fuel vehicles check lights and tires. Do a visual walk around inspection of each vehicle checking for damage and needed repairs. This should include draining the air tanks, check lights and tires when completing repairs as needed or directed.
13. Wash and clean the windows, interior and exterior of all district vehicles as directed. Empty waste baskets when directed.
14. Pick up and deliver parts, equipment, paperwork and information as directed.
15. Remove snow from the shop and fuel pump area and walkways around transportation. Spread salt or sand on icy areas.
16. Repair, remove and replace cameras, hard drives and VCR tapes from school vehicles.
17. Extract information from the computer systems as needed.
18. Make repairs and adjustments to district vehicles as needed.
19. Must be clean and neat in appearance at all times and wear the uniforms supplied by the Board of education
20. Perform any other tasks assigned by the Supervisor of Vehicle Maintenance, Shift Supervisor, Head Mechanic 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: _____