



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE:**UTILITY PERSON- TRANSPORTATION****QUALIFICATIONS:**

1. High School diploma or GED.
2. The minimum requirements for a drivers license is to posses 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. Must be able to work with oil, grease, fuel, soaps, cleaners and other vehicle fluids on a daily basis
4. Must be able to work outside in the weather to maintain, repair and fuel district vehicles.
5. Must be able to sit, stand and bend for long periods of time to repair, fuel and clean vehicles.
6. 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. Must have ability to speak, read and write in English.
10. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO:

Supervisor of Vehicle 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. 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 in writing and verbally reported to the supervisor to ensure that the vehicle is scheduled for additional repairs.
4. Shall report to the vehicle maintenance supervisor any known defects found on any of the equipment.
5. Will transport vehicles as needed or directed. Pick up and deliver parts, equipment, paperwork and information as directed.
6. On a daily basis, fuel vehicles, check oil, antifreeze, washer fluid and transmission fluid and replace as needed or directed. Record all dispensing of fluids on the appropriate forms and computer data input.
7. While fueling vehicles. Do a visual walk around and inspection of the vehicle. Check for damage and any needed repairs. This should include draining the air tanks, check lights and tires and repair as needed or directed. Record any parts used and repairs made with the vehicle mileage daily on appropriate forms and proper data entry.
8. Wash and clean the windows, interior and exterior of all district vehicles as directed. Empty wastebaskets daily.
9. Pick up and deliver parts, equipment, paperwork and information as directed.
10. Remove snow from the shop and fuel pump area and walk ways around transportation. Spread salt or sand on icy areas.
11. Remove and replace cameras, hard drives and VCR tapes from school vehicles.
12. Extract information from the computer systems as needed.
13. Make minor repairs, air tires and minor adjustments to district vehicles as needed.

14. Clean the shop and fuel pump area.

PERFORMANCE RESPONSIBILITIES: (cont.)

15. Check the fuel level of the fuel tanks daily by way of dipping the tanks with a measuring stick and record the fuel inventory information as directed. Report the findings to the supervisor.
16. 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 School Bus 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: _____