
TITLE: MECHANIC'S HELPER

QUALIFICATIONS:

1. The minimum requirements for a driver's license are to possess a valid NJ Class A commercial driver license with air brake endorsement, and a passenger's 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 A CDL with air brake endorsement, passengers endorsement with a mechanics restriction or resign from the position for failing to meet the qualifications.
2. One (1) year experience in the automotive field or attend a technical automotive school.
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, 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 busses.
6. Must be able to lift and carry vehicle components of seventy-five (75) pounds.
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 3/4"), including sockets, wrenches, screwdrivers, etc. Specialized equipment will be supplied by the school system.
10. Must have the 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: Head Mechanic, Shift Foreman, Director of Transportation

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

PERFORMANCE RESPONSIBILITIES:

1. Report to 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 or in the field.

MECHANIC'S HELPER (Continued)

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 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.
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, checking 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 video 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 Head Mechanic, Shift Foreman, Director of Transportation or district administration.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools
Date: 3/16/2016
Revision: