
TITLE: BUS MECHANIC – SHIFT FOREMAN

QUALIFICATIONS:

1. The minimum requirements for a driver's license must have a valid NJ Class A commercial drivers license with air brake endorsement, passengers endorsement with a mechanics restriction.
2. Must have knowledge of using computers to diagnose vehicle systems, to read error codes, find information for repairs and make the repairs
3. Three (3) years experience in the automotive field or graduated from a technical automotive school.
4. Must have the ability to diagnose and assist in the repairs of all equipment.
5. Must be able to assist in maintaining efficient work and maintenance schedule.
6. Must possess appropriate mechanical training and skills to conduct, evaluate, order parts, and analyze all school bus and district vehicle maintenance repairs.
7. Must have the ability to be flexible in the work schedule for shift coverage.
8. 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.
9. Must be able to work with oil, grease, fuel, cleaners, soaps and other vehicle fluids on a daily basis.
10. Must be able to work outside in the weather to maintain and repair district vehicles.
11. Must be able to sit, bend, stand and perform repetitive motions for long periods of time to repair, fuel or clean vehicles.
12. Must be able to lift and carry vehicle components of seventy-five (75) pounds.
13. Ability to maintain a positive work environment.
14. Must be able to speak, read and write in English.
15. Shall supply their own tools up to one and one-quarter inch (1 ¾"), including sockets, wrenches, screwdrivers, etc. Specialized equipment will be supplied by the school system.
16. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Shift Foreman, Director of Transportation, Superintendent and or his/her designee

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

BUS MECHANIC – SHIFT FOREMAN (Continued)

PERFORMANCE RESPONSIBILITIES:

1. Report to the director 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 director is not available. Handle shop communications, answer the telephone or radio when needed. Perform record keeping in the absence of the Shift Foreman.
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 Shift Foreman. 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 Shift Foreman.
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, or 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 Shift Foreman 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 break down locations.
17. Shall report in writing to the Shift Foreman 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.

BUS MECHANIC – SHIFT FOREMAN (Continued)

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 videos from school vehicles.
24. Extract information from the vehicle computer system 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 Shift Foreman, Director of Transportation or district administration.
27. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein

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: 8/8/2019