

LACEY TOWNSHIP SCHOOL DISTRICT

Business/Plant Operations

JOB TITLE: MECHANIC

QUALIFICATIONS:

1. Minimum experience as determined by the Board.
2. Ability to work cooperatively with other school staff.
3. Demonstrated knowledge of bus repair. Knowledge of school bus plant operation, maintenance and security may also be required.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
5. CDL with (P) passenger and (S) school bus endorsement.

REPORTS TO: Transportation Coordinator

SUPERVISES: Non-supervisory

JOB GOAL: To repair school buses in order to provide students with safe transportation.

PERFORMANCE RESPONSIBILITIES:

BUS MAINTENANCE

1. Provides own basic hand tools.
2. Follows a program of required preventative maintenance for each school bus and reports these activities in an annual comprehensive bus maintenance plan.
3. Maintains schedules of work for each bus and ensures that proper supplies are on hand for necessary repairs and for preventative maintenance.
4. Assists with establishing a summer bus repair program and schedule so that transportation equipment is in peak condition for the regular school year.
5. Ensures proper maintenance and operation of District equipment, including motorized vehicles, tools and machinery.
6. Assists washing buses, cleaning garage area as needed.

ENVIRONMENTAL AND HEALTH RESPONSIBILITIES

1. Has basic knowledge of the District's School Integrated Pest Management Policy. Is able to understand and maintain required records, and to respond to inquiries regarding the pest management program.
2. Avoids oil spills or other pollution. Maintains a clean work area.
3. Under the direction of the Head Mechanic, can assist with Right-to-Know data practices, procedures and record-keeping.

PURCHASING

1. Recommends for purchase of necessary equipment and supplies and maintains an inventory of them. Immediately reports any theft or misappropriation of supplies to the Transportation Coordinator.
2. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

MECHANIC (continued)

INSPECTIONS

1. Inspects all school buses on a regular basis to determine that high standards of operability, cleanliness, safety and security are maintained.
2. Assists with the inspections and maintenance of fire alarm systems and fire extinguishers on a regularly scheduled basis, with special focus on the area where vehicle repairs are carried out.

BUDGETING

1. Assists the Transportation Coordinator with the budget for bus maintenance including supplies and equipment. Provides updates and timely notice to the Transportation Coordinator when existing funds, supplies and equipment will be insufficient for the current fiscal year.
2. Supervises and inspects the mechanical repairs performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before recommending the authorization of final payments.

RECORD-KEEPING AND IMPLEMENTATION OF POLICY

1. Maintains all records that are required by Board policy, statute or administrative code.
2. Interprets and enforces Board policies regarding bus maintenance, safety and security procedures.

OTHER

1. Performs related maintenance and repair duties as required for daily operation of the school, as assigned.
2. May be required, for security purposes, to wear specific work clothing or uniform while on duty. When assigned, will participate in emergency and security drills and procedures.

**TERMS OF
EMPLOYMENT:**

Work year and salary to be determined by the Board.

**ANNUAL
EVALUATION:**

Performance of this job will be evaluated annually in accordance with N.J. State law and the provisions of the Board's policy on evaluations.

Approved by: Lacey Township Board of Education

Date: October 15, 2012

Revised: