

LACEY TOWNSHIP SCHOOL DISTRICT

Business/Plant Operations

JOB TITLE: HEAD MECHANIC

QUALIFICATIONS:

1. Diesel Motor Certification or equivalent training.
2. Ability to work cooperatively with other school staff
3. Demonstrated knowledge of school bus and automotive repair in accordance with DMV requirements.
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: Mechanics under his/her authority.

JOB GOAL: To oversee the maintenance and repair of school buses and maintenance vehicles; to ensure safety; carry out administrative tasks required to maintain and repair vehicles to the required standards.

PERFORMANCE RESPONSIBILITIES:

BUS MAINTENANCE:

1. Provides own basic tools.
2. Assumes responsibility of maintenance and repair of all District owned vehicles to include repair of minor exterior body damage.
3. Maintains quarterly inspections and services as required by the N.J. Motor Vehicle Commission.
4. Conducts periodic inspections of all vehicles to ensure their safe condition.
5. Follows a program of required preventative maintenance for each school bus and reports these activities in an annual comprehensive bus maintenance plan.
6. Maintains schedules of work for each bus and ensures that proper supplies are on hand for necessary repairs and for preventative maintenance.
7. Ensures that all N.J. Motor Vehicle inspection requirements and regulations are enforced.
8. Maintains a system of school bus cleaning to include washing and removal of minor scratch and rust spots during each quarterly inspection.
9. Performs all other related duties as required for the safe operation of school vehicles.

HEAD MECHANIC (continued)

SUPERVISION OF STAFF:

1. Schedules daily tasks of the mechanics and participates in the daily repair of school vehicles.
2. Assists the Transportation Coordinator with the selection, assignment, scheduling and training of mechanics staff.
3. Evaluates the performance of mechanics in accordance with Board guidelines.

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 NJ State Law and the provisions of the Board's policy on evaluations.

Revised

Approved by: Lacey Township Board of Education

Date Approved: November 19, 2012