

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SCHOOL MECHANIC

QUALIFICATIONS:

- High School Diploma or equivalent
- Must hold a valid New Jersey CDL License Class B with passenger and school bus endorsements and no passenger restrictions
- Have a good driving record and no criminal record
- Demonstrated knowledge of automotive mechanics and maintenance
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Director of Transportation
Assistant Director of Transportation

SUPERVISES: N/A

JOB GOAL: N/A

PERFORMANCE RESPONSIBILITIES:

1. Insure compliance with rules and regulations governing transportation maintenance as specified by the State Department of Education.
2. Maintain appropriate transportation records regarding cost, mileage, and condition of vehicles, including bus maintenance records for state inspection.
3. Maintain and repair all district vehicles (buses, trucks, vans, trailers) in all ways, including the following:
 - a. changing oil
 - b. lubricating vehicles
 - c. changing oil filters and other parts
 - d. maintaining proper air pressure in tires
 - e. repairing and changing tires
4. Assist in starting buses in extremely cold weather.
5. Assist in assuring that all buses are cleaned regularly.
6. Check and report all damage to buses.
7. Assist in developing specifications needed for purchasing transportation equipment.
8. Recommend to the Director of Transportation items that need to be purchased to maintain the fleet of buses.
9. Make recommendations to the Director of Transportation for improving services, reducing costs, improving safety conditions and replacement of vehicles.
10. Secure all locks and activate alarm system prior to leaving building.
11. Serve as a substitute bus driver at all times when needed.
12. Perform such other duties as assigned by the Director of Transportation.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits per the WTEA collective bargaining agreement.

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EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 2/11/2015
Revised: 10/14/2020