

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

MECHANIC

QUALIFICATIONS:

1. The Mechanic shall be a properly licensed State of New Jersey bus driver. The Mechanic shall be willing to attend classes and/or workshops pertinent to the betterment of him/herself in relation to his/her position within the Barnegat Township School District.
2. The Mechanic shall possess health sufficient to meet the physical and environmental demands of the assignment.
3. High school diploma or equivalent required plus specialized courses in school bus, automotive and truck mechanics.
4. Must have five years' experience or vocational, college certifications with diesel or gasoline engine repair. Experience of school bus, medium and heavy truck repair.
5. Must have a working knowledge of related maintenance skills such as welding, machine work, electrical and mechanical systems, gasoline and diesel engines, overhaul and rebuild, air and hydraulic brakes, and tire repair. Knowledge of vehicle parts systems, nomenclature, ordering procedures and computerized inventory procedures relating to bus, automotive, medium/heavy truck, and related equipment. Knowledge of tools, lubricants and procedures in repairing a variety of bus, automotive and heavy truck equipment. Ability to use a wide variety of repair parts technical manuals/computer programs to access information relative to the assigned duties and apply this information to the parts and preventive maintenance functions. Ability to work harmoniously and cooperatively with others. Must be able to work either day or night shifts, and work Saturday/overtime as required. Must be flexible with hours to meet departmental needs. Operating knowledge of automotive maintenance and repair equipment and tools and computer and maintenance software. English language skills required.
6. Valid New Jersey CDL with S, P and Air Brake endorsements preferred for hire and acquired within 6 months after hire. Must meet all medical qualifications of the requirements of state and federal motor carrier safety regulations. for pre-employment.

REPORTS TO: Transportation Coordinator

JOB GOAL:

Mechanics shall be required to take direction and work collaboratively with the Transportation Coordinator and carry out all responsibilities associated with fleet maintenance, safety and security through departmental chain of command. Responsibilities include: addressing complaints and resolving problems and training employees; responsible for performing repairs and daily preventative maintenance on school buses, trucks, automotive, small engine and other heavy-duty applications; all daily shop activities including repairs, administration, organization, planning, coordinating, scheduling, monitoring, quality control, warranty repair and evaluation of maintenance and repair services; handle emergency towing, outsourcing, vendor and customer relations; attend meetings and review all fleet parts and lubricants.

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SAFETY TO SELF AND OTHERS:

Medium exposure to self to bruises and cuts due to repairs of vehicles.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear. The employee frequently is required to stand; walk; or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; outdoor weather conditions. The noise level in the work environment is usually loud.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is frequently required to communicate, evaluate and use interpersonal skills. Occasionally required to compare, coordinate, and instruct.

PERFORMANCE RESPONSIBILITIES:

1. Plan, schedule and coordinate maintenance work/activities of the maintenance shop. Ensure daily preventive maintenance on buses, automotive, medium/heavy trucks, grounds maintenance and other special equipment. Prioritize the work schedule in order to accommodate employee absences/work load/mission requirements.
2. Perform general automotive and bus maintenance, including but not limited to major and minor engine overhaul and tune up; transmission and differential repair and adjustment; air and hydraulic brake work; adjustment and repair of front axle assemblies and suspension systems; lubrication, tire repair and replacement.
3. Complete required forms and paper work (Work Orders, Preventative Maintenance/DMV Inspection Forms, Pre-Trip Inspection Report, Defect Report, emissions forms, license plate renewal, vehicle title/registration, compliance coordinator and Accident Reports).

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- Create, review, & close work orders in order to maintain accurate maintenance records and accountability as well as to comply with DMV, State and Federal guidelines. Track maintenance, defect reporting, road calls, planned maintenance programs, repair history and transfer of vehicles from one site to another.
4. Ensure shop safety and cleanliness through understanding and abiding by safety policies and identification of unsafe situations and reporting all unsafe equipment to the Transportation Coordinator.
 5. Track time worked on each vehicle by type of repair using developed standard time estimates based on industry standards.. Identify and respond to inquiries where actual times vary significantly or consistently from estimated times. Complete time reporting weekly to include vehicle numbers, work order numbers, repair codes, comments and time worked.
 6. Track warranty repairs to ensure that the District is not charged for items covered under the manufactures warranty.
 7. Operate service truck and make service calls in case of bus or support vehicle breakdowns during normal business hours and after normal business hours if needed. Evaluate the situation at the breakdown and ensure the safety of all employees and students.
 8. Schedule and arrange for the outsourcing of repairs to be done by outside labor, to include estimates and bids for repairs as well as services rendered. (quality control)
 9. Road test vehicles to verify complaints and or repairs. Collaborate with technicians about mechanical issues, when required, to diagnosis and repairs to ensure - correct and insure proper repair procedures are followed.
 10. Drive school bus on district routes as dictated by daily absenteeism or driver shortages. Done so during emergency situations ONLY.
 11. Collaborate with the Transportation Coordinator to collect data on training availability and arrange for the ongoing education of the technicians in order to ensure that all technicians are current in the latest technology, diagnosis and repair skills. Maintain records and certification and other training issues to ensure that the district is in compliance with safety related regulations mandated by other organizations.
 12. Participate in mid to long-term mission planning and in the preparation of vehicle specifications for district vehicles.
 13. Perform other duties as assigned by the Transportation Coordinator

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education. Gross impairment on ability to perform job duties that can be detrimental to the safety and performance of a school bus is cause for immediate removal of duties.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

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LEGAL REFERENCES:

- N.J.S.A. 13:1E-99.11 Mandatory statewide source separation and recycling of through 99.39 solid waste.
- N.J.S.A. 18A:6-7.1 Criminal history record
- N.J.S.A. 18A:16-1 Officers and employees
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:17-3 Tenure of janitorial employees
- N.J.S.A. 18A:17-41 Rules and regulations governing janitorial employees
- N.J.S.A. 18A:41-2 Fire and smoke doors closed
- N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
- N.J.S.A. 34:7-1 License necessary
- N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
- N.J.A.C. 6A:26 Educational facilities See particularly:
- N.J.A.C. 6A:26-12 Operations and maintenance of facilities
- N.J.A.C. 6A:26A Comprehensive maintenance plans
- N.J.A.C. 6A:32-6 School employee physical examinations
- N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste
- N.J.A.C. 12:100-4.2 Adoption by reference Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030 Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.