



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: MECHANIC**

## **QUALIFICATIONS:**

1. Possesses high school diploma or equivalent training/experience.
2. Holds a valid State of New Jersey Driver's License for Board of Education vehicles.
3. Has in-depth knowledge about the repair and operation of diesel and gasoline operated school buses as well as the other vehicles owned by the district for pupil transportation and building services.
4. Has a minimum of five years experience in vehicular repair and maintenance.
5. Is in good health and able to meet the physical demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
6. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

**REPORTS TO:** Coordinator of Transportation/School Business Administrator or designee

**JOB GOAL:** To repair and maintain the school transportation and building services vehicles in a condition of operating excellence so that full utilization of these vehicles may be made at all times.

## **PERFORMANCE DUTIES**

1. Work Performance/Work Traits
  - a. Assists in the development and implementation of a preventative maintenance and replacement program for all district vehicles.
  - b. Makes repairs to all district vehicles with first priority given to student transportation needs.

- c. Assists in the supervision of contracted services by outside mechanics/contractors as needed.
  - d. Recommends purchases of equipment, parts and supplies for the annual budget and requests the ordering of items in accordance with district procedures and budget allocations.
  - e. Develops and maintains an inventory of spare parts for vehicular repair work.
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
  - b. Keeps the Coordinator of Transportation and School Business Administrator or designee informed about his/her activities and accomplishments.
3. Professional Improvement
- Participates in staff development opportunities to enhance job-related skills and knowledge.
4. Other Assigned Tasks
- Performs such other duties and assumes such other tasks as may be assigned by the Coordinator of Transportation, the School Business Administrator or designee.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary as established by the Holmdel Township Board of Education.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Non-Certificated Personnel.

**SOURCE:** Regular Board Meeting

**DATE:** June 14, 1995