

Mechanic

Branchburg Township School District

Branchburg, New Jersey

- **Title:** Mechanic
- **Qualifications:**
 - Required criminal history background check
 - High School Diploma or GED
 - Minimum of a Class C Mechanic
 - Possess a valid New Jersey Driver's License. Valid CDL is preferred. CDL with P and S endorsement and air brake endorsement must be obtained within six (6) months of starting date.
 - If under 21 when hired, employee must obtain a valid New Jersey CDL with P and S endorsement and air brake endorsement six months after the employee's twenty-first birthday.
 - At least two (2) years of experience as a mechanic in an automotive, school bus, trucking or heavy equipment environment, or any equivalent combination of education and experience.
 - Basic knowledge of gasoline and diesel engine maintenance, repair and the hand tools required to perform duties of a Mechanic
- **Reports To:** Transportation Supervisor
- **Job Goal:** Under the supervision of the Head Mechanic and Transportation Supervisor, the Mechanic helps plan, schedule, and perform repair and preventative maintenance of the vehicles, equipment, and tools.
- **Performance Responsibilities:**
 - Shall comply with all rules and regulations of the New Jersey State Department of Education; the Board of Education and the Office of the Transportation Administrator.
 - Shall perform all duties in the most efficient manner possible and cooperate with the school bus vehicle maintenance supervisors, office staff, and co-workers in the interest of the school system.
 - Shall supply their own tools up to one and one-quarter inch (1 1/4"), including sockets, wrenches, hacksaw, etc.; specialized equipment will be supplied by the school system
 - Maintain Branchburg and Readington vehicles, maintenance equipment and tools as directed.

- Report to the Head Mechanic ready and in uniform at the start of your shift and after the completion of any assigned job.
 - Maintain records and repair orders, reporting problems with the vehicle, repairs made, parts used, time spent on repairs and the need for follow up on the vehicle as instructed by the school bus maintenance Supervisor.
 - Report all damages and causes of same to the vehicle Head Mechanic.
 - Perform PM's as scheduled according to sheets supplied and indicate on those sheets repairs and defects.
 - Maintain all fluid levels on vehicles, change filters, change small component parts, make adjustments and repairs as needed.
 - Perform tire maintenance and records on all district vehicles as needed.
 - Will transport and make repairs of vehicles at breakdown locations when employee obtained a valid CDL.
 - Shall report to the Head Mechanic any known defects found in the equipment while in the process of doing assigned work.
 - Clean the work area after each repair and return all tools back to the proper storage area
 - Perform any other tasks assigned by the Head Mechanic or the Transportation Administrator.
- **Terms of Employment:**
 - 12 month work year
 - **Evaluation:**
 - In accordance with state regulations, Board of Education policy, agreement between Board of Educations and the Branchburg Township Education Association

Board Approval: June 13, 2019