

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE:**

Maintenance Tool Person - Mechanic

**II. PRIMARY FUNCTION**

Under the direction of the Facility Manager - Grounds, implement a preventative maintenance program for all district owned vehicles, and maintain an inventory control on all equipment and parts

**III. REPORTS TO**

Facility Manager - Grounds

**IV. QUALIFICATIONS**

- A minimum of two years automotive school training
- Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the Board
- Must have 3 to 5 years' experience in automotive repair
- Good work record
- Ability to read, write and communicate effectively
- Knowledge of electric and acetylene welding preferred
- Knowledge of methods and materials used to repair equipment
- Ability to lift at least 50 pounds
- Good physical health and ability to perform assigned tasks
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- On a scheduled basis, inspect and adjust motor vehicle equipment to insure safe and efficient operation, and to prepare vehicles for seasonal and snow emergencies
- Repair or replace break and clutch mechanisms, electrical and fuel systems as needed
- Repair and rotate tires and balance wheels
- Rebuild engines, differentials. and transmissions
- Weld, spray paint and reassemble automotive equipment
- Order materials and parts
- Perform small engine repairs on auxiliary equipment owned by the school district such as lawn mowers, tractors and snow blowers
- Provide emergency call service to vehicles on the road
- Prepare and maintain vehicle maintenance reports and be responsible for mandated inspections
- Perform such other duties as may be assigned by the Superintendent and/or designee

**VI. TERMS OF EMPLOYMENT**

Salary and schedule are in accordance with the BOE/EPSCMA contract

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~~APPROVED: November 22, 2010~~  
APPROVED: March 28, 2011