



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Master Mechanic

REPORTS TO:

Director of Transportation

QUALIFICATIONS:

1. Appropriate mechanical training and skills to conduct, evaluate, order and analyze all school bus maintenance repairs.
2. A valid school bus driver's license.

GENERAL DESCRIPTION:

The Master Mechanic will be responsible for the overall development, evaluation and implementation of the school district's vehicle maintenance and repair program.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Manages the overall maintenance, repair and condition of all school vehicles.
2. Develops and implements the overall preventive maintenance systems and schedules for district vehicles.
3. Conducts ongoing evaluation analysis and planning in conjunction with the Director of Transportation and Business Administrator, for the improvement and services and reduction of costs.
4. Serves as the primary representative and liaison between the District and independent maintenance and service contractors. The Master Mechanic will be fully responsible for safeguarding and protecting the District's interests in the conduct of maintenance and repair services by outside firms.
5. Communicates repair needs to service contractors; evaluate and accept all repairs and services to insure that billing coincides with services rendered.
6. Performs as many repairs and preventive maintenance activities as may be practicable on site; and, where appropriate, assign or solicit the assistance of other district or outside mechanics.
7. Fills in for the Level I Mechanic during periods of absence.
8. Assumes the full responsibilities and duties of a substitute school bus driver as directed by the Director of Transportation.
9. Assumes other related duties and responsibilities as may be assigned by the Director of Transportation.
10. Assists in the scheduling and preparation of drivers and vehicles for state inspections.
11. Communicates to the Director of Transportation all mechanical and/or safety problems reported by drivers, which are not corrected at the end of each workday.
12. Orders parts, supplies, materials and services as may be required through the established system of authorized procurement.
13. Keeps and maintains records and documents required by the Director of Transportation.
14. Checks all daily driver report sheets and signs for repair work as outlined by the New Jersey State Board of Education.
15. Performs such other tasks and assumes such other responsibilities as assigned by the Director of Transportation.

WORK YEAR: Twelve-month position.

DATE APPROVED:	February 19, 2013
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BY:	Board of Education
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