



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Level II 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.
3. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
4. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Level II Mechanic will be responsible for assisting the Director of Transportation and/or Master Mechanic with the development, evaluation and implementation of the school district's vehicle maintenance and repair program.

ESSENTIAL JOB FUNCTIONS:

1. Manages the maintenance, repair, and condition of all school vehicles.
2. Assists in the development and implantation of preventive maintenance systems and schedules for district vehicles.
3. Provides input in the ongoing evaluation, analysis, and planning for the improvement of services and reduction of costs.
4. Serves as a representative and liaison between the District and independent maintenance and service contractors.
5. Safeguards and protects the District's interests in the conduct of maintenance and repair service by outside firms.
6. Communicates repair needs to service contractors; evaluates and accepts all repairs and services to ensure that billing coincides with services rendered as may be delegated by the Transportation and/or Master Mechanic.
7. Performs as many repairs and preventative maintenance activities as may be practicable on site; and, where appropriate, assign or solicit the assistance of other district or outside mechanics.
8. Fills in for the Level I Mechanic during periods of absence.
9. Assumes the full responsibilities and duties of a substitute bus driver.
10. Assists in the scheduling and preparation of drivers and vehicles for the state inspections.
11. Communicates 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 of all vehicles that are under repair and available for use.
14. Assists in the development of specifications for and the purchase of new vehicles.
15. Checks all daily driver report sheets and signs for repair work as outlines by the New Jersey State Board of Education.

16. Performs such other tasks and assumes such other responsibilities as assigned by the Director of Transportation.

WORK YEAR: Twelve-month employee
DATE APPROVED: February 19, 2013
APPROVED BY: Board of Education