KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Mechanic

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma or equivalent
2. Possess valid commercial driver's license with passenger, school bus and air brake endorsements
3. Knowledge and experience of vehicle maintenance and repair.
4. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Transportation Director

Job Goal: To maintain district vehicles in a safe and efficient operating condition.

Performance Responsibilities:

1. Diagnose problems, repair, maintain and service all district vehicles and equipment in a safe and efficient manner in accordance with the preventive maintenance program.
2. Maintain records and repair orders, reporting problems with the vehicle, repairs made, parts used, time spent on repairs and the need for follow-up of the vehicle.
3. Report to Transportation Garage Supervisor or Transportation Supervisor any known defects found on any equipment while in the process of doing assigned work.
4. Assist in the preparation of district vehicles for the required onsite state inspection.
5. Maintain the garage in a clean and safe orderly manner inside and out.
6. Assist in maintaining a legal disposal of chemicals, oils, and tires within the guidelines of all agencies.
7. Assist in maintaining inventory level.
8. Understand the proper use of equipment and tools.
9. Participate in required in-service programs as established by the Transportation Supervisor.
10. Respond to breakdowns or other emergencies after hours.
11. Transport and repair vehicles at breakdown locations if necessary.
12. Participate in the training programs recommend by the Transportation Garage Supervisor.
13. Keep abreast of technological advancements in the industry.
14. Perform other related duties as assigned.
15. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Mechanics
Pay Grade/Compensation Structure:	G17
Evaluation:	In accordance with Board policy
Job Code:	9500