

**SAYREVILLE PUBLIC SCHOOLS  
JOB DESCRIPTION – TRANSPORTATION MECHANIC**

**QUALIFICATIONS:**

- Minimum requirements for a driver's license must possess a valid NJ Class B commercial driver license with passenger and school bus endorsements.
- Physically able to perform mechanical labor operations
- Minimum 5 years' experience or graduated from a technical automotive school
- Should have knowledge of using computers to diagnose vehicle systems, to read error codes, find information for repairs and make the repairs
- Have knowledge of air conditioning systems, electrical systems and mechanical systems and have the ability to repair vehicles as needed
- Must possess own set of tools
- Self-motivated and able to work unsupervised as well as the ability to maintain a professional attitude at all time

**REPORTS TO:**

Lead Mechanic, Director of Transportation

**JOB GOAL:**

To maintain automotive equipment owned by the Sayreville Board of Education with preference given to the school bus fleet.

**RESPONSIBILITIES:**

Work cooperatively with Supervisor and Director of Transportation in scheduling maintenance work

Consult with Supervisor on Equipment

Prepare buses for inspection by DMV and semi-annual inspections

Attend meetings, workshops, etc. when requested by Supervisor/Director of Transportation

Work overtime only at direct request of Supervisor/Director of Transportation

Diagnoses, repairs and overhauls automotive equipment including but not limited to the following: brakes, engine, transmission, electrical system including alternator, emission control and exhaust systems, drive shafts, heating and cooling systems, steering apparatus

Keep work area clean and free of unnecessary clutter. Maintain district owned tools and equipment

Any and all responsibilities that may be normally expected of a position of this type Fill in as driver at the direction of the Director of Transportation