

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

JOB TITLE: District Mechanic/School Bus Repair Technician

QUALIFICATIONS:

1. High School graduate or equivalent
2. Possess a combination of education and technical experience including a minimum of two years service repair (ASE certifications preferred).
3. Demonstrated ability to problem-solve and multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively.
4. Possess a valid driver's license (CDL preferred).
5. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Supervisor of Buildings & Grounds; Operations Manager; Business Administrator

JOB GOAL: To repair and maintain all district vehicles and equipment

PERFORMANCE RESPONSIBILITIES:

1. Repair and maintain school buses, school bus equipment, district maintenance vehicles, and various landscaping equipment.
2. Implement a preventative maintenance program for district owned vehicles.
3. Test driving and diagnosing problems on district equipment.
4. Solicit and obtain quotes and order parts for repair of district vehicles from vendors.
5. Ability to use wrenches, gauges, drills, grinders, or other specialized mechanical tools and equipment.
6. Demonstrate/possess knowledge of repairing heavy duty/light duty gasoline and diesel vehicles.
7. Record keeping of school vehicle maintenance.
8. Demonstrate ability to communicate, interact, and work effectively and cooperatively with all district employees.
9. Demonstrate the ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator. Maintain a clean working environment.
10. Demonstrate knowledge of State and Federal laws and regulations as they apply to student transportation and maintenance of vehicles.
11. Demonstrate ability to prioritize work and manage multiple tasks with frequent interruptions.
12. Operating knowledge of tire mounting equipment, engine diagnosis equipment, computers, scanners, grinders, welders, torches, and lifting equipment.
13. Operating knowledge of and experience with personal computers and peripherals.
14. Contribute to a positive work environment.
15. Demonstrate integrity and respect confidentiality.
16. Perform all other duties as assigned.

Board Approved: June 9, 2022