

**WAYNE TOWNSHIP PUBLIC SCHOOLS**  
**Wayne, New Jersey**  
**JOB DESCRIPTION**

**TITLE: G-012 - Mechanic**

**EDUCATION AND EXPERIENCE REQUIRED:**

1. High school diploma or GED preferred.
2. Possess a valid driver's license (CDL) with P and S endorsements required.
3. Possess a valid driver's license (CDL) with Air Brake endorsements preferred.
4. A driving record with no serious violations.
5. Demonstrated ability to follow specific directions when required.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
8. Demonstrate the ability to use vehicle repair equipment, vehicle management, computers and telecommunications.

**REPORTS TO:**

Garage Supervisor

**JOB GOAL:**

The Mechanic will assist the Garage Supervisor and Director of Student Transportation with the daily operation of the school transportation program and ensure the safe and efficient transport of pupils to curricular and extracurricular activities. The Mechanic will also assist the Garage Supervisor and Director of Student Transportation with related facility and garage operations that will support and ensure efficient transportation, district vehicle fleet management and communication services.

**PERFORMANCE RESPONSIBILITIES:**

1. Diagnosis, repairs and overhauls automotive equipment, including but not limited to the following: brakes, engine and transmission, electrical systems including alternator, emission control and exhaust systems, valves, clutch replacement, drive shafts, heating and cooling systems steering apparatus.
2. Inspects and replaces safety equipment. Other mechanical repairs necessary to keep the fleet operational.
3. Inspects and replaces tires. Performs related tire work, including but not limited to balancing, for the purpose of ensuring all district vehicles and equipment are operating on safe tires.
4. Assists in maintaining inventory of related parts and supplies.
5. Responds to emergency situations during and outside regular work hours for the purpose of resolving immediate safety concerns, including but not limited to, emergency breakdowns and service, snow removal, general property maintenance.
6. Inputs, processes and maintains district information including, but not limited to, generating reports and monitoring vehicle use.

7. Cooperates with the Garage Supervisor and Lead Dispatcher in scheduling maintenance work.
8. Consults with the Garage Supervisor, and Lead Dispatcher on equipment.
9. Consults with drivers concerning the mechanical operation and condition of the bus.
10. Prepares buses for inspection by the New Jersey Division of Motor Vehicles or any other government agency.
11. Attends meetings, seminars and workshops when requested by the Garage Supervisor. Shall stay current with hanging technologies and adhere to current industry standards and practices.
12. Works overtime only at the direct request of the Garage Supervisor.
13. Keeps the work area clean and free of unnecessary clutter. Maintain district-owned tools and equipment and a professional attitude at all times.
14. Performs any duties and responsibilities that are within the scope of employment, as assigned by the Garage Supervisor or Director of Student Transportation, and not otherwise prohibited by law or regulation.

#### **TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education. This position is part of the Wayne Custodial-Maintenance Association.

#### **ANNUAL EVALUATION:**

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions

3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**BOARD APPROVAL DATE:** September 9, 2021, Agenda Item T-17