



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Level I Mechanic
REPORTS TO: Director of Transportation
QUALIFICATIONS:

1. Mechanical training and skills required to perform basic school bus maintenance
2. A valid commercial driver's license with all appropriate endorsements and classifications and all other required licenses, permits and certificates.
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 I Mechanic will function as a mechanic, assistant to the Level II Mechanic and as a substitute bus driver and gas attendant.

ESSENTIAL JOB FUNCTIONS:

1. Takes full responsibility for securing, operating, and maintaining the gasoline pump(s), tanks, and gasoline supplies on a daily basis.
2. Fills fuel tanks of school buses at district owned gasoline pumps daily.
3. Examines and maintain appropriate levels of motor oil, brake fluid, radiator water, etc. on a scheduled basis.
4. Conducts daily visual examination of each bus while at the gas pump for safety, equipment or operational hazards or malfunctions. Corrects, records and reports such finding immediately.
5. Examines and measures school bus tire wear, tread performance on a scheduled basis. Implements the district's standards for replacement and conducts replacements with the approval of the Director of Transportation.
6. Transports vehicles, parts, supplies, etc., as directed by the Level II Mechanic or Director of Transportation.
7. Assists the Level II Mechanic and office personnel in scheduling and preparing drivers and buses for state inspection.
8. Maintains the cleanliness and appearance of bus exteriors on an ongoing basis and conducts interior cleaning as directed by the Director of Transportation.
9. Assists and works cooperatively with the Level II Mechanic as required and fills in for the Level II Mechanic to the degree possible during periods of absence.
10. Assumes the full responsibility and duties of a substitutes school bus driver as directed by the Director of Transportation.
11. 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