

# job description

BOARD OF EDUCATION  
DENVILLE

Position: Mechanic

Responsible To: Transportation Coordinator and Business Administrator

Qualifications:

1. Experience in repair of Buses
2. B-1 School bus driver's license.
3. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status,

Terms of Employment: 12 Months

Goal: Preventive Maintenance and Repair of Buses.

Duties and Responsibilities:

1. Develop and maintain a schedule for regular service of buses with a concern for preventive maintenance.
2. Develop and maintain a schedule for ordering fuel, oil, and bus parts.
3. Perform all repairs which can be done at the garage, as well as those needed on the road.
4. Arrange for major repairs at outside garages.
5. Take buses for inspection.
6. Assist with the starting and refueling of buses, as directed by supervisor.
7. Drive buses when substitutes are not available.
8. Keep garage clean and orderly.
9. Maintain and keep orderly records of bus maintenance and repairs.
10. Other relevant duties as assigned by the Transportation Coordinator and School Business administrator.

Adopted: **June 1, 2009**