

job description

BOARD OF EDUCATION
DENVILLE

Position: Head Mechanic
Responsible To: Transportation Coordinator and Business Administrator
Qualifications:

1. Literacy in the English language.
2. Demonstrated success in performing a wide variety of tasks requiring an understanding of and proficiency at automotive mechanical repair.
3. Ability to set up and keep accurate records.
4. Commercial Driver's License (CDL)
5. Required criminal history background checks, and proof of U.S. Citizenship or legal resident alien status.

Terms of Employment: 12 Months as per Contract/Stipend Position

Goal: Preventive maintenance and repair of district vehicular equipment.

Duties and Responsibilities:

1. Diagnoses and repairs district vehicular equipment including assigning and scheduling repairs at outside garages.
2. Utilizes an efficient and effective system of routine automotive maintenance and preventive care as approved by transportation office.
3. Controls the system for the receipt and issuance of parts and supplies and the keeping of records and current inventories.
4. Oversees the fuel ordering, inventory, storage and dispensing operation.
5. Promote high standards of safety and good housekeeping methods in all work connected areas.
6. Provide input for the preparation of the annual transportation budget.
7. Assist Transportation Coordinator in the instruction of new bus drivers in methods and procedures for the safe operation of school buses.
8. Perform all duties as required by the Mechanic Job Description.
9. Will assume any other related responsibilities as designated by the Transportation Coordinator and School Business Administrator.

Adopted: **June 1, 2009**