

# TRENTON BOARD OF EDUCATION

## JOB DESCRIPTION

### GARAGE MECHANIC FOREMAN

**QUALIFICATIONS:**

1. High School Diploma or equivalent G.E.D.
2. At least five (5) years experience as a mechanic with demonstrated ability to work with and supervise others.
3. Ability to work well with other tradespersons.
4. N.J. Commercial Driver's License (CDL).

**REPORTS TO:****JOB GOAL****SUPERVISES:****PERFORMANCE RESPONSIBILITIES:**

1. Oversees and assists in all Board vehicle service and maintenance.
2. Orders gasoline, parts, oil, and accessories, and keeps a record of their use.
3. Prepares school buses for semi-annual inspection and maintains an up-to-date record of their use.
4. Secures shop at the end of each working day.
5. Interacts with all school officials, bus drivers, and vendors as needed regarding mechanical issues.
6. Works in consultation with the Director of Buildings and Grounds, and other departments as needed, to ensure that mechanical issues are handled in a smooth and timely manner.
7. Performs other duties and responsibilities as assigned by Director of Buildings and Grounds.
8. Any other duties the Executive Administrator deems necessary.

**TERM OF****EMPLOYMENT:**

Twelve (12) months position

**BARGAINING UNIT:**

Business & Technical

**SALARY:**

In accordance with B&T contract – Guide B

**STATUS:**

Hourly \_\_\_\_\_

Salaried  X

Exempt \_\_\_\_\_

Non-Exempt  X

**EVALUATION:**

Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Business & Technical personnel.

Board Approved  
October 26, 2015