

MECHANIC
JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP

PURPOSE: To maintain a safe, working fleet of District vehicles.

PERFORMANCE RESPONSIBILITIES:

1. Diagnoses and repairs District vehicles, including but not limited to cars, buses, trucks, and tractors.
2. Recommends to the Transportation Supervisor the purchase of necessary supplies and equipment.
3. Performs routine automotive maintenance and preventive care according to prescribed schedule.
4. Keeps appropriate records of the usage of parts and supplies and maintains inventory records.
5. Promotes high standards of safety and good housekeeping methods in all work-connected areas.
6. Provides emergency service to stalled or wrecked vehicles.
7. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: December 2016