



## POSITION OPENING

POSITION: Head School Bus Mechanic

REPORTS TO: Operations Manager, and/or Superintendent

POSITION OVERVIEW: Ful time, 8 hours/day, year round

### REQUIRED QUALIFIATIONS:

- Possess a valid driver's license.
- Must meet certification standards required by the State and District.
- Must be sufficiently skilled, experienced, and/or trained in automotive mechanics to understand the vehicle, be adequately equipped to follow a definite plan which is thorough, systematic, and adequate.
- Previous experience on medium and heavy equipment desirable.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Must be willing to get a CDL license with B endorsement.
- High school graduate or equivalent.
- At least eighteen (18) years old.
- Must be a United State citizen.
- Good health, high moral character, and good attendance record.

JOB GOAL: Maintain and provide a safe and reliable bus fleet which, in addition to emergency repairs, will include regular and periodic inspection and maintenance procedures to reduce frequency of repairs and lower cost of operation and maintenance. May be required to drive district bus routes and events. If Applicable - Head Mechanic should be able to instruct other employees and be able to evaluate their work and offer suggestions for improvement. He/she should be able to lay out work for others, give directions, and supervise subordinates in a firm, yet fair and friendly manner.

### PERFORMANCE RESPONSIBILITIES:

- Determine that safe and satisfactory equipment is maintained at all times.
- Establish and maintain a program of preventative maintenance.
- Schedule, service, and inspect buses and other Board owned motor vehicles on a regularly scheduled program, making repairs as needed, i.e., every 1,000 to 1,500 miles.
- Has access to and knows how to use the Owners and Driver's Manual and the Service Manual provided by the vehicle manufacturer.

- Is responsible for the summer bus maintenance program and will have all buses ready for the annual inspection by the Michigan Highway Patrol.
- Maintain an inventory of supplies and materials.
- Keep adequate cost records.
- Shall see that the bus garage is clean, orderly, and free of hazardous conditions.
- Promote good public relations with those whom he/she works through personal appearance, attitude, and conversation.
- Arrange time schedules.
- Assist in the training of prospective drivers.
- Assign duties to others as needed.
- Approve/disapprove of school buses for immediate use and approve repairs and replacements of parts as necessary. Any immediate concerns are to be reported to the Transportation Supervisor/ Operations Manager.
- Take in-service training courses where possible and practicable.
- Keep records and make reports as required:
  - a. All buses: tune-ups, tires, brakes, oil changes, clutches, safety equipment, i.e., and so forth.
  - b. Garage equipment.
- Order all replacement parts for buses, chassis and gear lubrication, motor oil, anti-freeze, batteries, gas and oxygen, radiators, heater cores, gasoline, and so forth, using purchasing procedures, purchase order numbers, and so forth, as authorized by the Transportation Supervisor.
- Supervise record-keeping for all buses and maintenance.
- Estimate damage to buses caused by accidents.
- Place in each bus first-aid equipment, fuel sheets, and so forth.
- Responsible to go out on all bus breakdowns.
- When summer inspection is over, or in emergency situations, assistance will be given to the general maintenance person.
- Serve as custodian of all Board-owned garage equipment.

OTHER DUTIES AND RESPONSIBILITIES:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

- Help instill in students the belief in and practice of ethical principles and democratic values; and conduct other duties related to the mechanic's duties as assigned by the Supervisor, and/or Superintendent of schools.

SALARY: Per Master Agreement

Application procedure: Send letter of interest and resume to:

Brian Smith, Operations Manager, [brianleesmith@cassopolis.org](mailto:brianleesmith@cassopolis.org)

**(Posted 7/13/2022 - until filled)**

*It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.*