

PLEASE POST

September 29, 2017

POSITION: **MECHANIC**

Minimum Qualifications:

- High school diploma or GED. Post-secondary training or equivalent work experience in commercial vehicle maintenance procedures.
- Meets all mandated health requirements.
- Documented evidence of a clear criminal record at the time of hire and every five (5) years thereafter.
- Owens a set of mechanics tools.
- Meets all bus driver minimum qualifications.
- Ability to interpret and comply with safety regulations and environmental laws.
- Record keeping skill and the ability to compute mathematical data accurately.
- Valid Commercial Drivers License (CDL) with a school bus endorsement and a satisfactory driving record as a condition of initial and continued employment.
- Maintain minimum State Certification for bus mechanics.
- Available to respond to service emergencies (24 hour call basis).
- Training in first aid, CPR, and physical/behavior management techniques.

Applicants should submit a letter of interest and resume to Mrs. Donna Maggard, Transportation Supervisor, Northridge Local Schools, 2008 Timber Ln., Dayton, OH 45414 by Friday, October 13, 2017.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. Reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Keeps informed about local, state, and federal school bus regulations revisions.
- Learns the operating and maintenance procedures for all district vehicles and mowers.
- Inspects, services, repairs and/or rebuilds equipment on all district vehicles. Carries out preventative maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, etc.).
- Maintains sufficient fluid levels as reported by district employees (e.g., van drivers, bus drivers, maintenance employees, etc.).
- Maintains an inventory of essential supplies. Approves invoices for payment. Monitors compliance with safety regulations and environmental laws.
- Recommends procedures to effectively deal with emergency repairs.
- Maintains repair logs. Inspects completed repairs. Submits itemized monthly work orders complying with approved procedures for payment of repairs completed.
- Coordinates and participates in Ohio State Highway Patrol annual bus inspections.
- Prepares an annual equipment inventory. Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Coordinates the pick-up of transportation equipment, materials, and other supplies.
- Monitors inventories and reorders supplies as needed to ensure fleet readiness.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.

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- Teaches bus drivers how to recognize problems before they result in an equipment malfunction. Encourages drivers to ask questions and offer suggestions.
- Inspects and road tests vehicles to ensure safety. Reports irregularities and equipment abuse to the transportation supervisor.
- Makes road calls when vehicles become disabled.
- Completes Public School Works Training as required by the district.
- Keeps the transportation supervisor informed about work progress.
- Maintains safety inspection records, repair logs, maintenance schedules, and other information as directed. Provides documentation of work completed and itemized expenditures for each vehicle. Ensures that reports are submitted on time.
- Performs substitute driver and/or bus aide duties during emergencies.
- Helps the transportation supervisor develop short/long range maintenance plans.
- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Helps prepare competitive bid specifications. Monitors work performed by outside contractors.
- Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.
- Maintains clean and orderly garage and storage areas.
- Promptly documents all accidents/injuries.
- Reports student discipline problems, vandalism, or other related concerns.
- Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility at the end of the workday. Responds to transportation emergencies as needed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the transportation department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth activities as directed.
- Maintains a positive and courteous attitude when dealing with others.
- Accepts responsibility for personal decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Pest Control: Removal of all pests and parasites from all school vehicles.
- Performs other specific job-related duties as directed.