



North Royalton City Schools

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TO: Classified Staff
FROM: Patrick Farrell *PAF*
RE: Notice of Opening
DATE: December 20, 2017

APPLICATIONS ARE NOW BEING ACCEPTED FOR THE FOLLOWING POSITION:

MECHANIC Job Description #803 8 hours per day – 12 months Salary on Schedule

Provides technical expertise and skilled workmanship in the inspection, servicing, and repair of all vehicles owned or leased by the school district. Maintains appropriate fleet readiness to insure safe and effective transportation services in accordance with the regulations of the State of Ohio, Department of Education, and the policies of the North Royalton Board of Education.

Qualifications:

- A valid Commercial Drivers License (CDL) with a school bus endorsement, if physically qualified, or must obtain within six months of employment.
- Evidence of successful experience in working with heavy equipment (e.g., commercial trucks, school buses, etc.). ASE certifications in school bus, air brake, diesel, electrical etc., preferred.

In the event a current employee within the same classification seeks and is selected for a posted vacancy, a separate posting will not be issued for the position being vacated by the employee selected. Those persons that have applied for the posted opportunity shall be considered for the position being vacated by the employee selected

Current North Royalton School employees: If you are interested, please apply in writing by January 10, 2018, to,

**PATRICK FARRELL – DIRECTOR OF PERSONNEL
NORTH ROYALTON BOARD OF EDUCATION
6579 ROYALTON ROAD
NORTH ROYALTON, OHIO 44133**

Outside applicants: Please apply on line at www.northroyaltonsd.org.

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, and Sexual Orientation. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.

"We Inspire and Empower Learners"

**North Royalton City Schools
Job Description**

File: 803

Title: Mechanic

Reports to: Mechanic Supervisor

Job Objective: Provides technical expertise and skilled workmanship in the inspection, servicing, and repair of all vehicles owned or leased by the school district. Maintains appropriate fleet readiness to insure safe and effective transportation services in accordance with the regulations of the State of Ohio, Department of Education, and the policies of the North Royalton Board of Education.

Minimum Qualifications:

- High school diploma or equivalent technical/trade school training.
- Meets all current health requirements including a negative tuberculosis test.
- Evidence of a clear record as determined by the Bureau of Criminal Identification and Investigation (BCII).
- A valid Commercial Drivers License (CDL) with a school bus endorsement, if physically qualified, or must obtain within six months of employment.
- Attainment of a minimum of 21 years of age as defined in the current Ohio Revised Code.
- Evidence of successful experience in working with heavy equipment (e.g., commercial trucks, school buses, etc.). ASE certifications in school bus, air brake, diesel, electrical, etc., preferred.
- Experience in school bus maintenance, service, repair, etc., preferred.
- Knowledge of school bus safety, laws, and regulations.
- Knowledge and skill in vehicle operation and the maintenance trade. Possess basic computer skills. Experience with FleetVision or maintenance software preferred.
- Possess standard set of mechanic's tools.
- Presentation skills to effectively instruct Bus Drivers regarding the mechanical aspects of driving and preventive maintenance.
- Record keeping skills to document safety inspections, maintenance logs, and other pertinent documents (FleetVision).

Essential Functions:

- Directly accountable to the Mechanic Supervisor for the inspection, servicing, and repair of all vehicles and equipment owned or leased by the school district (e.g., buses, trucks, tractors, passenger cars, lawn mowers, etc.)
- Responsible for housekeeping in and around the service facility. Complies with all local, state, and Federal regulations and codes to insure a safe working environment. Organizes and provides for the safe storage of all supplies, materials, and equipment. Insures all hazardous materials are properly labeled.

- Performs road calls when district equipment becomes disabled.
- Available nights and weekends to respond to road calls if needed.
- Recommends to the Mechanic Supervisor, stock parts, supplies, and other materials needed to insure fleet readiness.
- Evaluates and recommends outside contractors to the Mechanic Supervisor, as needed.
- Inspects and road tests vehicles assigned for repair and/or service.
- Maintains safety inspection records, repair logs, maintenance schedules, and other pertinent information as requested by the Mechanic Supervisor and/or Transportation Supervisor.
- Performs preventive maintenance duties to avoid premature equipment failure.
- Works cooperatively with the Mechanic Supervisor to certify that school buses are ready for the annual Ohio State Highway Patrol bus inspection. Delivers buses to the inspection site.
- Recommends to the Mechanic Supervisor, equipment purchases, retirements, and replacements, as required to maintain fleet effectiveness.
- Assists Mechanic Supervisor in opening and preparing bus facility for drivers' arrival, including during inclement weather.
- Is available to assist with cold starts to ensure fleet is ready on inclement weather days.
- Maintains a valid Commercial Drivers License (CDL) with a school bus endorsement, if physically qualified. Is available as a substitute bus driver in case of an emergency.
- Learns operation and maintenance procedures for all district equipment. Keeps current with advances in equipment technology. Shares knowledge with bus drivers and other appropriate staff.
- Maintains effective communications with school bus drivers by encouraging appropriate questions and suggestions.
- Keeps informed of state and Federal school bus regulations.
- Assists with the repair and preventive maintenance of equipment used in buildings and grounds, as requested.
- Assists the Transportation Supervisor with the training of bus drivers.
- Attends all mandatory meetings and training programs. Participates in professional growth activities, when requested.
- Prepares reports as requested by the Mechanic Supervisor and/or Transportation Supervisor.
- Serves as a role model for students. Demonstrates responsibility, citizenship, respect, and courtesy.
- Performs other specific job-related duties as directed.
- Performs other duties as assigned by supervisor.

Abilities Required:

- Ability to lift, carry, or move supplies and equipment weighing up to fifty pounds.
- Ability to travel freely between and throughout the district's buildings.
- Ability to organize and complete tasks efficiently without supervision.

- Ability to identify and express transportation concerns and issues to district administrators and the public.
- Ability to maintain a tactful disposition in dealing with administrators, staff, students, parents, and the public.
- Ability to analyze data and present alternative actions.
- Ability to communicate effectively using language and writing skills.
- Ability to facilitate the exchange of ideas leading to a group consensus.
- Ability to develop, monitor, and revise budgets.
- Ability to work cooperatively with others.
- Ability to climb and work from ladders, scaffolds, lift platforms, or other equipment that requires balancing skills.
- Ability to work in confined spaces or other areas that may require stooping, kneeling, crouching and crawling.
- Ability to handle and manipulate tools and objects that may be small and difficult to grasp or that are large and unwieldy.
- Ability to react productively to frequent interruptions and changing conditions.

Working Conditions:

- Occasional operation of a vehicle during inclement weather.
- Occasional exposure to seasonable temperature extremes.
- Occasional exposure to blood, body fluids, and tissue.
- Occasional interaction with unruly children and upset parents.
- Frequent exposure to fumes and odors.
- Frequent contact with hot water and other liquids.
- Frequent contact with oily/greasy tools and equipment.
- Frequent exposure to cleaning solvents and chemical vapors.
- Frequent operation of power tools.

The North Royalton City School District is an equal opportunity employer offering employment without regard to race, religion, sex, national origin, age, or disability. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change to recognize emerging technologies, improved operating procedures, productivity factors, and unforeseen events. Employees are required to follow the instructions and perform the duties required by the Board of Education, Superintendent and/or his/her designee.