

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565

OPEN POSITION: **MECHANIC**

POSTED: 04-25-2018

DEADLINE: OR UNTIL FILLED

FTE: 1.0 FTE

PURPOSE

Under the supervision of the Director of Transportation, helps plan, schedule, and perform repair and preventative maintenance of the district bus fleet. Also assists in the maintenance of district cars, trucks, vans and other motorized equipment; prepare and maintain related records, and other related duties as required.

SALARY

\$ 17.00 to \$21.00 per hour depending on experience.

ESSENTIAL FUNCTIONS

- Plan and implement a program of scheduled preventative maintenance for the district bus fleet.
- Perform mechanical repairs on buses to include major overhauls if directed, as necessary.
- Make emergency service calls for stranded buses or other district equipment.
- Make recommendations to the supervisor for ordering and stocking all necessary repair parts necessary supplies.
- Maintain the shop area in a clean, orderly and safe condition.
- Assist in the service and repair of other district motor vehicles and equipment as needed.
- Maintain, repair, and inspect tires and rims, and maintains records of district vehicles.
- Perform complete safety inspections as required.
- Estimate time, material, and equipment needed for assigned jobs.
- Operate school vehicles.
- Replace and adjust brakes, belts, and hoses.
- Write requisitions, order parts, and ensure parts are received in a timely manner.
- Assist in the service and repair of school vehicles as needed.
- Perform other duties as assigned.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent. Experience as a mechanic preferred, but not required. Ability to perform work on all district vehicles.

KNOWLEDGE AND ABILITIES

Knowledge of

- Repair shop practices including welding, safety regulations and practices.
- Operating and repair characteristics for district buses, vehicles, and equipment.

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- Principles and procedures of preventative maintenance related to school bus vehicles and equipment.
- Shop mathematics applicable to the mechanical trade.
- Basic record keeping.
- Practices, methods, equipment, tools, and materials used in the repair and adjustment of school buses and other motorized vehicles and equipment including gasoline and diesel-powered equipment and systems.
- Ordering parts from various parts manuals.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work.
- Safe driving principles and practices.

Ability to

- Use materials and equipment necessary in the repair and maintenance of buses and other motorized vehicles.
- Follow and give verbal and written instructions and directions.
- Work cooperatively with others.
- Perform heavy manual labor.
- Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions.
- Prepare and maintain accurate and complete records.
- Work independently with minimal supervision.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Perform responsible and minor mechanical repair work involving the use of independent judgment and personal initiative.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Subject to regular exposure to fumes, dust and odor, vehicle exhaust, dirt, oil, grease, and noise from equipment operation.
- Work around and with machinery and motorized equipment.

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- Work in a shop.
- Changing priorities and interruptions.

Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Reach overhead, the shoulder and horizontally to reach and place materials and equipment in certain areas.
- Occasional bending, kneeling, crouching, turning and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.
- Crawling under vehicles.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Perform physically demanding work.
- May require driving a vehicle to conduct work.

Hazards

- Working with tools, and powered machinery

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a certified diesel mechanic license and a bus driver's license.
- Must be able to obtain a Commercial Driver's License.
- Class B with PS Endorsement required.

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REASONABILITY ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

APPLICATION PROCEDURE

Anyone interested in applying for this position should submit a letter of application, and resume to:

Brian Walmsley, Ed.S., Superintendent
35276 Division Road
Richmond, Michigan 48062

or e-mail : ttomayko@richmond.k12.mi.us

Non-Discrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex, disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Should you need to contact someone about discrimination of any kind in the school district, contact the Superintendent at 35276 Division, Richmond, MI 48062, Phone: 586-727-3565