

SHAKER HEIGHTS CITY SCHOOL DISTRICT
Shaker Heights, Ohio

PLEASE POST

TO: **ALL LOCAL 200**
FROM: Dr. Lois J. Cavucci, Director of HR
DATE: February 21, 2019
RE: **JOB OPENING**

The following position is open for bid in accordance with Article XI of the Local 200 Agreement.

Anyone wishing to bid on any open position must apply via Applitrack. Closing date for bids will be at the end of the day Thursday, February 28, 2019.

Position: Garage Mechanic #1725

Location: Bus Garage

Shift: 11:00am-7:30pm

Work Year: School Year

Anticipated
Start Date: At completion of interview process

Job description attached.

**Shaker Heights City School District
Job Description**

Position Title:	Garage Mechanic	FLSA Classification:	Non-Exempt
Reports To:	Garage Mechanic Foreman/ Transportation Supervisor	Department:	Transportation
Job Number:	T2	Final Approval/Update:	5/1/2011

POSITION SUMMARY

Under general supervision, assists in maintaining the District's school buses and other vehicles in a safe, cost effective and efficient manner to provide necessary transportation services to the students and others as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is an outline of the basic duties and responsibilities of the above-titled position. It describes the duties and responsibilities in the broad scope, is not intended to be all-inclusive. Individual(s) in this position may from time-to-time be assigned other duties as appropriate.

- Represents the Board of Education in a neat, orderly, and professional manner during all interactions with students, teachers, other staff, parents and the community.
- Repairs and maintains vehicles in a timely manner to meet State standards.
- Inspects equipment, test drives vehicles, and signs off on completed repair orders confirming that the work has been properly and fully done
- Assists in the successful completion of the annual school bus inspection by the State Highway Patrol.
- Maintains the preventive maintenance program and performs all tasks in a timely manner.
- Has knowledge of inventory control and parts management procedures. Assists in maintaining and controlling parts and tools and ensures their proper use.
- Has knowledge of equipment components and specifications.
- Utilizes computer-generated products and computer terminals and maintains current knowledge of changing technology
- Implements and assists in maintaining and updating the automated maintenance management program
- Maintains shop equipment
- Attends meetings, programs, and in-service training as assigned.
- Maintains current required licenses and certificates.
- Performs other duties as assigned, and observes good housekeeping and safety habits including wearing protective clothing/equipment appropriate for the job. .
- Follows all District policies and procedures including wearing proper uniform attire and maintaining good personal hygiene.

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

General

- Is able to organize and perform work with minimal direct supervision
- Respects and is able to communicate and work effectively as a team with students, teachers, other staff, parents and the community.
- Is dependable, willing, and be able to work flexible hours and expected overtime when required.
- Has the ability to learn and perform the duties and responsibilities of the position.
- Willing to continuously improve skills by attending various workshops and seminars.
- Has a high level of personal integrity.
- Has the ability to follow directions enthusiastically, and to work collaboratively in a team environment.
- Has the ability to understand and follow written and oral instructions.
- Must have demonstrated organizational, computer, and analytical skills.

Education, Training, and Licensing Requirements

- High school diploma.
- 5 years or more experience as a bus mechanic.
- Certified by a National Automotive Association in major heavy duty or school bus repairs.
- ASE certification preferred
- Must successfully complete an ASE style mechanic's test.
- Has a valid CDL license with endorsement to drive a school bus.
- State certification as a school bus driver.
- Must be knowledgeable of basic first aid procedures.

WORKING CONDITIONS (ENVIRONMENT/PHYSICAL/MENTAL DEMANDS)

Environmental

- May be asked to operate bus in all types of weather conditions.
- Must also be able to work outside in all types of weather
- Exposure to various oils and chemicals related to the maintenance of motor vehicles.

Physical/Mental

- Must be able to sit, stand, stretch, lie down, bend over, to be able to work on equipment.
- Must be able to work with hands to manipulate a variety of tools related to the repair and maintenance of motor vehicles.
- Must be able to frequently lift up to 50 pounds and occasionally lift more than 50 pounds.

Employee's Acknowledgement of Receipt and Understanding

I understand that this description outlines the basic duties and responsibilities of my job in the broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance.

Employee Signature

Date

Print Name