

OKEMOS PUBLIC SCHOOLS

Notice of Vacancy

Please Post

(External Posting)

Lead Fleet Mechanic

52 weeks – 40 hrs per week

\$21.00 to \$23.00 per hour

Qualifications:

- ✓ High school graduate or equivalent
- ✓ 5-7 years of applicable experience is desired
- ✓ One year of full-time experience as a master technician in a truck or bus maintenance facility
- ✓ Supervisory experience in an automotive or heavy truck repair facility preferred
- ✓ Must have or be able to obtain within 90 days a Class "B" CDL with P and S endorsements.
- ✓ Knowledgeable user of computer-based business and fleet management software
- ✓ Ability to direct and coordinate employees
- ✓ Ability to use and understand diagnostic equipment
- ✓ Ability to maintain and analyze vehicle records
- ✓ Ability to maintain fleet to State Police standards
- ✓ Ability to understand job functions in relationship to school district requirements

Duties & Responsibilities:

- ✓ Diagnose and repair all systems on school buses or other vehicles
- ✓ Purchase parts, materials & supplies required for proper maintenance of vehicles, equipment & shop facilities
- ✓ Coordinate maintenance of buses to ensure fleet is ready to meet operational requirements
- ✓ Recommend & assist with short and long-term bus purchase planning
- ✓ Evaluate needs and recommend purchase of shop equipment, machines, tools and related items.
- ✓ Assist in evaluating and the rewarding of bids.
- ✓ Oversee record-keeping and evaluate reports for work assignments and inspection of work
- ✓ Responsible for cleanliness, upkeep and organization of shop, as well as safety, security, equipment & parts.
- ✓ Responsible for disposal, reporting and record-keeping of hazardous material, as per all governmental regulations
- ✓ Evaluate all shop personnel
- ✓ Prepare and maintain preventive maintenance schedules

Send a letter of interest and resume to:

Ms. Cheri Meier, Assistant Superintendent - HR, 4406 N. Okemos Road, Okemos, MI 48864

Applications accepted until position is filled.