

## HOLT PUBLIC SCHOOLS INTERNAL/EXTERNAL POSTING

**POSITION:** LEAD BUS MECHANIC – TRANSPORTATION, 1.0 FTE  
6:00 am – 2:30 pm  
Hourly Rate: \$24.44 - \$28.03

### ABOUT OUR DISTRICT:

Holt Public Schools is located in the Lansing metropolitan region. It is primarily located in Ingham County with portions in Eaton County. We provide educational programs from Early Childhood through and beyond 12<sup>th</sup> grade including access to Early College programming and Career and Technical Education. Our current enrollment totals approximately 5,000 students. Our student body is approximately 40% persons of color with significant ethnic diversity and representation from historically marginalized groups. We employ approximately 800 employees and are committed to hiring and supporting a more diverse work force. Holt Public Schools is committed to creating an environment in which every member of our community is seen, heard, valued, and welcomed. Diversity, equity, and inclusion is essential to this endeavor.

### REQUIRED QUALIFICATIONS:

- High school diploma.
- Master certification for State of Michigan or ASE (automotive service excellence) certification with diesel engines preferred, or ability to attain.
- Minimum of two (2) years' experience in a Mechanic's capacity and specialized training on trucks or buses.
- Must maintain a Class "B" CDL and valid DOT medical card with Air Brake and S and P endorsement required , or ability to attain.
- Experience in oxygen, acetylene, and arc welding.
- Ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate clearly both verbally and in writing.
- 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.
- 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.
- Ability to establish and maintain effective and cooperative working relationships with students, parents, staff, and the community. Ability to work as an effective team member. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to use and understand diagnostic equipment.
- This job requires the ability to life, bend, twist, push, pull and various other repetitive physical motions as indicated in the physical requirements section.
- Must attend six (6) hour continuing education class every two (2) years and keep CDL current.
- Regular, reliable, and punctual attendance.

### PERFORMANCE RESPONSIBILITIES:

1. Must maintain fleet by standards mandated by State of Michigan in PA 187 as outlined by Michigan State Police.
2. Purchases parts, materials, and supplies required for proper maintenance of vehicles, equipment, and shop facilities.

3. Recommends and assists with short and long-term bus purchase planning.
4. Evaluates and recommends repair beyond the garage scope.
5. Evaluates needs and recommend purchase of new or replacement shop equipment, machines, tools, and related items.
6. Oversees record-keeping and evaluate reports for work assignments and inspection of work.
7. Responsible for cleanliness, upkeep, and organization of shop, as well as safety, security, equipment, and parts.
8. Maintains and analyzes vehicle records.
9. Responsible for disposal, reporting and record-keeping of hazardous material, as per all governmental regulations.
10. Prepares and maintain preventive maintenance schedules.
11. Basic knowledge of computerized record keeping.
12. Fuel injection and ignition system repair, replacement, and adjustment.
13. Cooling system repair and maintenance.
14. Tire service and maintenance.
15. Body repair and adjustment including repairs to lights, mirrors, window glass, seats, defrosters, heating units and other interior parts.
16. Stay current in techniques and specifications of vehicle repair.
17. Recommends to Supervisor the purchase of any maintenance equipment, which may be needed in service school vehicles.
18. Assists with State of Michigan for vehicle inspections.
19. Other duties as assigned.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, and use hands and fingers to handle objects, tools, or controls.
- The employee is frequently required to reach with their hands and arms.
- The employee frequently must squat, stoop, or kneel, reach above the head, and reach forward.
- The employee continuously uses hand strength to grasp tools and climb ladders.
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.
- The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, pails, and unloading trucks.
- The employee will occasionally lift and/or move up to 90 pounds such as salt and furniture.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are typical of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee regularly works indoors, but will from time to time work outdoors as needed.
- The employee must be able to meet deadlines with severe time constraints.

**PHYSICAL REQUIREMENTS FOR THIS POSITION:**

LIFT (LBS)	NEVER 0%	INFREQUENT 1-19%	OCCASIONALLY 20-33%	FREQUENT 34-66%	CONTINUOUS 67-100%
1-10				X	
11-20				X	
21-35			X		
36-50			X		
51-75		X			
76-100	X				

CARRY (LBS)	NEVER 0%	INFREQUENT 1-19%	OCCASIONALLY 20-33%	FREQUENT 34-66%	CONTINUOUS 67-100%
1-10				X	
11-20				X	
21-35			X		
36-50			X		
51-75		X			
76-100	X				

PUSH (LBS)	NEVER 0%	INFREQUENT 1-19%	OCCASIONALLY 20-33%	FREQUENT 34-66%	CONTINUOUS 67-100%
1-10				X	
11-20				X	
21-35			X		
36-50		X			
51-75		X			
76-100		X			

PULL (LBS)	NEVER 0%	INFREQUENT 1-19%	OCCASIONALLY 20-33%	FREQUENT 34-66%	CONTINUOUS 67-100%
1-10				X	
11-20				X	
21-35				X	
36-50		X			
51-75		X			
76-100		X			

	NEVER 0%	INFREQUENT 1-19%	OCCASIONALLY 20-33%	FREQUENT 34-66%	CONTINUOUS 67-100%
BEND/STOOP				X	
TWIST			X		
CROUCH		X			
KNEEL		X			
CRAWL		X			
WALK-LEVEL					X
WALK-UNEVEN		X			
CLIMB STAIRS		X			
CLIMB LADDER		X			
REACH SHOULDER				X	
USE ARMS					X
USE WRISTS					X

USE HANDS					X
GRASP OBJECTS					X

<u>ENDURANCE</u>	<u>MINUTES/HOURS AT ONE TIME</u>	<u>TOTAL HOURS IN 8-HOUR DAY</u>
SIT	0-5 MINUTES	0-1/2 HOURS
STAND	5-10 MINUTES	1-2 HOURS
WALK	45 MINUTES	5 1/2 HOURS

**TO APPLY:**

**Internal Candidates:** Please send a letter of interest to Human Resources at [humanresources@hpsk12.net](mailto:humanresources@hpsk12.net).

**External Candidates:** Please visit our website at [www.hpsk12.net](http://www.hpsk12.net) and click on Employment to complete an online application by clicking on the Application link and selecting the position from the listing.

Posted: September 11, 2023

Deadline: Until Filled

*Holt Public Schools does not discriminate on the basis of sex or gender in the admission to or employment in its educational programs and activities. Questions may be referred to the Local Coordinator for Title IX, Erin Quinlan, Director of Human Resources, 5780 W. Holt Road, Holt MI 48842, 517-694-6392.*