



VACANCY ANNOUNCEMENT

Bus Mechanic I Transportation

Applications are being accepted for **Bus Mechanic I**. This is a Bloomfield Hills Schools AFSCME bargaining unit position.

REPORTS TO: Manager of Transportation

DESCRIPTION:

12 months

40 hours per week

Shift: 9:30 am-6:00 pm (on-call evenings and weekends)

Rate: ASE Certified starting at \$30.00

Non-ASE Certified starting at \$25.00

COMPENSATION BENEFITS: Pursuant to the AFSCME bargaining unit agreement.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the performance of routine inspections and preventative maintenance of school bus fleet.
2. Assist in the service and repair of other district motor vehicles and equipment as needed.
3. Performs road tests on all vehicles/school buses for the purpose of ensuring that vehicles are in safe operating order.
4. Maintain accurate required records of assigned job work orders and time accounts of work performed for each vehicle.
5. Ability to diagnose vehicle problems and make decision for correction.
6. Knowledge of procedures of preventative maintenance.
7. Ability to work in the following areas: gas and diesel engine repairs, automatic transmission, rear-end assemblies, front end work, brakes (air and hydraulic), electrical systems, heating and cooling systems, engine tune-up (gas and diesel).
8. Will respond to vehicle breakdowns, and provide required road services.
9. Help maintain shop area for safe working conditions.
10. Use protective equipment as required by the district.
11. Other duties as assigned.

REQUIREMENTS:

High School diploma or equivalent. This position requires an individual who holds a Michigan driver's license, a Master Mechanic License in heavy equipment, valid CDL (with a Class B, PS endorsement) and ASE preferred. Experience as a mechanic with heavy duty equipment, and has the ability to work with different types of vehicles. Must be a self-starter with a good attendance record and the ability to work in a positive manner with district staff. Possess cabinet and tools necessary to perform responsibilities of the job. Must pass criminal background check as required by School Safety Legislation. Satisfactorily pass a DOT physical examination. Four years of previous successful bus or truck experience performing the work responsibilities described herein.

LANGUAGE SKILLS:

Ability to read and understand documents such as safety rules and operating and maintenance instructions and manuals. Ability to write routine reports.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratios.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 the essential functions. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, hold; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is frequently required to talk and hear. The employee is occasionally required to balance or climb. The employee must regularly lift and/or move 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative 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 is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to fumes and airborne particles, outside weather conditions, and vibration. The noise level is usually moderately high. The employee may drive in inclement weather which may require chaining up the vehicle. The employee may drive in heavy traffic or on unfamiliar roads and in situations requiring precise maneuvering

METHOD OF APPLICATION: All applicants must submit an application at:

[Bloomfield Hills Schools Job Postings Page](#)

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status, or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment, or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2 AR. Inquiries related to discrimination on the basis of disability should be directed to the 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248)341-5425.