



# SAND CREEK COMMUNITY SCHOOLS

6518 Sand Creek Hwy.  
Sand Creek, MI 49279  
Phone: 517-436-3108  
Fax: 517-436-3143  
Website: [sc-aggies.us](http://sc-aggies.us)

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## Bus Mechanic

Department: Transportation  
Reports to: Transportation Director

### SUMMARY

Coordinates activities to ensure that district vehicles are properly maintained.  
School bus driver certification required – district will train.

### ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned)*

- Plan, schedule and perform repair and preventative maintenance of the district bus fleet
- Maintenance of all district vehicles and grounds equipment, including cars, trucks, suburban's and other motorized equipment
- Assure adequate maintenance and repair records are maintained for district vehicles and equipment.
- Make emergency service calls for stranded buses.
- Manage the ordering and stocking of all necessary repair parts.
- Maintain the bus garage in a clean, orderly and safe condition.
- Recommend major equipment and vehicle replacements.
- Prepare for annual State Police bus inspections.
- Maintain the ability to diagnose, repair, rebuild and make necessary adjustments on all vehicle systems.
- Inspect, replace, adjust, and repair tires, rims, brakes, belts, and hoses.
- Perform complete safety inspections as required.
- Maintain a thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment.
- Perform trouble shooting and related repairs on district vehicles.
- Prepare and maintain accurate and complete records.
- Write requisitions, order parts, and ensure parts are received in a timely manner.
- Read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalogs.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to the assigned programs and functions.
- Operates motor vehicles; may be required to drive school bus with passengers as required.
- Always adhere to FERPA regulations and remain confidential.
- Performs other duties as assigned. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

### SUPERVISORY RESPONSIBILITIES

Ability to supervise bus drivers when the Director of Transportation is absent.



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## QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid Driver License Required
- Bus driver certification and endorsement required – district will train
- Minimum 1-year experience performing automotive/truck services required.
- Licensed Mechanic credentials preferred.
- Experience with gasoline and diesel engines required.
- Subject to Background Check and Drug Screen.
- Subject to DOT Physical.
- Familiar with vehicle diagnostic equipment.
- Experience with school bus preventative maintenance principles and procedures preferred.
- Proficient in practices, methods, equipment, tools, and materials used in repair and adjustment of school buses and other motorized vehicles including gasoline and diesel-powered equipment.
- Ability to order parts from various parts manuals.
- Knowledge of safe driving principles and practices along with pertinent Federal, State, and local laws, codes, and regulations.
- Understanding of occupational hazards and standard safety practices necessary in the areas of maintenance and mechanical repair work.
- Ability to perform heavy manual labor.
- Exercise good judgment, flexibility, and sensitivity in response to changing situations and needs.
- Work independently with minimal supervision and work cooperatively with others.
- Execute basic record keeping practices.

## PHYSICAL DEMANDS

Indoor/outdoor environment subject to changing temperatures. 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. 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, crawling and twisting. Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information. Verbal, auditory, and written capabilities to effectively communicate in a clear manner. Perform physically demanding work. May require driving a vehicle to conduct work.

## EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) and one to three years related experience and/or training preferred.



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## **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 with students, staff, parents and/or community members.

## **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.

## **REASONING 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.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a driver's license and bus driver certification (district will train if necessary). Licensed diesel and/or gasoline mechanic preferred.

## **OTHER SKILLS AND ABILITIES**

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

## **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 regularly works near moving mechanical bus and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gases fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

*The information included in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*



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## PAY AND BENEFITS

- Full-Time, Year-Round Position; Monday to Friday
- Competitive Pay, based on qualifications and experience
- Medical, Dental and Vision Insurance
- Life, Disability and Accident Insurance
- Paid Vacation Time
- Holiday Pay

**Application Deadline:** Until Filled

Send letter of interest, resume, references and transcript to:

Sharon Smith, Superintendent

[Sharon.smith@sc-aggies.us](mailto:Sharon.smith@sc-aggies.us)

Sand Creek Community Schools

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