

**GREENVILLE CENTRAL SCHOOL DISTRICT**  
**Greenville, New York**  
**June 16, 2023**

**Notice of Anticipated Vacancy**  
**2023-2024**

**Position:**                    **Substitute Mechanic**

**Qualifications:**

- High School Diploma;
- One year of experience as a mechanic in standard repair shop and completion of a standard high school course; or any equivalent combination of experience and training sufficient to indicate ability to do the work;
- Familiarity with diagnostic software, preferred;
- At the time of employment must own up to date automotive basic hand tool set;
- Must have the ability to work independently;
- Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make repairs to automotive and other mechanical equipment; ability to follow oral instructions.

**Typical Work Activities:**

- Performs skilled operations in making general repairs on gasoline and diesel motor equipment;
- Provides preventative maintenance and repairs to schools fleet of buses; snow removal and grounds equipment;
- Repairs to hydraulic and air brake system as well as Anti-lock Braking System;
- Is able to complete repairs, pressure washing and cleaning;
- Adherence to safety requirements and record keeping requirements;
- Any other related duties as assigned by Transportation Supervisor and/or Head Mechanic.

**Posting Date:**            June 16, 2023 to June 30, 2023

**Application Process:** Individuals interested in applying should submit the following information to Human Resources by June 30, 2023.

- Letter of Interest
- Completed Application (Non-GSCD employee) [GCSD Application](#)
- Completed Greene County Civil Service Form SD5 [SD5 Form](#)
- Resume

The Greenville Central School District application can be found on our District website [www.greenvillecsd.org](http://www.greenvillecsd.org).

Qualified candidates will be expected to complete a district application and provide originals of the above documentation. **Selected candidates will then be contacted for an interview.** Please email

[bowdene@greenvillecsd.org](mailto:bowdene@greenvillecsd.org) or call (518) 966-5070 Ext. 525 with any questions.

The District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability (including but not limited to gender dysphoria) or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001. The Greenville Central School District complies with applicable state and local laws governing non-discrimination in employment in every location in which the District has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.