



**SHEPHERD PUBLIC SCHOOLS
ADMINISTRATION OFFICE**

P.O. BOX 219
258 W. WRIGHT AVE.
SHEPHERD MI 48883
PHONE: 989.828.5520 FAX: 989.828.5679



TO: All Staff
FROM: Greg McMillan, Interim Superintendent
RE: Mechanic Posting – Bus Garage
DATE: March 3, 2021

The following vacancy is being posted. Any interested parties should send an application, cover letter and resume to Steve Sura, Director of Transportation & Maintenance, 318 North First Street, Shepherd, MI 48883.

VACANCY
Bus Mechanic
Monday – Friday
8:30 p.m. – 5:00 p.m.
Rate of Pay: Per Mechanic Handbook

Other duties/responsibilities:

- be able to acquire CDL to drive the buses
- perform routine inspections, and help plan, schedule, and perform repair and preventative maintenance of the district’s bus fleet; knowledge of the procedures of preventative maintenance
- assist in the maintenance of cars, trucks, and other motorized equipment, prepare and maintain records and other related duties as required, and be teamwork oriented
- perform road tests on all vehicles/school buses for ensuring the vehicles are in safe, operating order
- maintain accurate records of assigned job work orders and time accounts of work performed on each vehicle
- ability to diagnose vehicle problems and decide what is need for correction
- respond to vehicle breakdowns, and provide required road services
- maintain shop area for safe working conditions, maintain clean work environment
- use protective equipment as required by the school district
- other duties as assigned

Applications are due by 4:00 p.m. Tuesday, March 9, 2021.

Shepherd High School
321 South 4th Street
Shepherd MI 48883
Phone: 989.828.6601
Fax: 989.828.5452

Shepherd Middle School
350 South Chippewa Street
Shepherd MI 48883
Phone: 989.828.6601
Fax: 989.828.6578

Shepherd Elementary
301 South 4th Street
Shepherd MI 48883
Phone: 989.828.6601
Fax: 989.828.6947

Winn Elementary
8190 Church Street
Winn MI 48896
Phone: 989.866.2250
Fax: 989.866.2740

Odyssey Middle/High School
3441 South Wise Road
Mt Pleasant MI 48858
Phone: 989.773.9473
Fax: 989.779.0429

Transportation & Maintenance Dept.
318 North 1st Street
Shepherd MI 48883
Phone: 989.828.4539
Fax: 989.828.4302