

# Hemlock Public Schools

200 Wilson Street  
Hemlock, MI 48626

## POSITION OPENING(S)

### Maintenance/Mechanic

(up to 2 positions)

Hemlock Public School District is excited to announce an opportunity for a positive, hardworking, and dedicated individual(s) within our maintenance and transportation department. The successful candidates may not meet all required qualification upon start date but will be given a timeframe to meet qualification expectations.

#### **Required Qualifications:**

- General maintenance and mechanic knowledge such as roofing, carpentry, electrical, HVAC, and more.
- Meet the Michigan School Bus Driver Certification and Physical Examination requirements including the minimum hours of instruction and satisfactorily passing knowledge examination. Valid Michigan's driver license, or has completed the necessary bus driver's courses to secure CDL with "S" and "P" endorsement
- Licensed as a certified mechanic. HD Certifications in gas and diesel engines, brakes, drive train, electrical and steering suspension systems. Must have HD Certification in HD friction and brake training.
- Pass drug and alcohol screenings.
- Requires constant standing, stooping, kneeling, carrying and lifting of medium to heavy weight materials (20-100 lbs.).
- Requires visual acuity and accommodation (ability to bring items into sharp focus), strong arm, hand and finger dexterity, ability to grasp and visual acuity including hand-eye coordination. All physical demands required as a bus driver.
- Ability to maneuver large buses efficiently and safely. Must meet local, county and state standards for driving
- Meet requirements for a background check and fingerprinting.
- Alternative applicable qualifications may be considered.

#### **Responsibilities:**

- Performs complex work in the repair and maintenance of school buses, other automotive equipment, and small equipment as well, determines extent and type of repair needed. Oversees vehicle preventative maintenance. Monitors vehicle tune-ups, lubrication, oil and oil filter changes.
- Maintains and repairs all District vehicles, including the bus fleet. Assures adequate and proper maintenance and repair records are maintained for District vehicles and equipment.
- Prepares and maintains parts inventory. Prepares for annual State Police bus inspections.
- Performs such duties as diagnosing, repairing, rebuilding, and making necessary adjustments on all vehicle systems.
- Maintain thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment, bus video surveillance systems, and 2-way radios.
- Maintain a clean and well-organized garage, including vehicles as needed.
- Works closely with the Director of Transportation and Bus Drivers in preparing for scheduled and unscheduled activities.
- Performs all duties and procedures within the health and safety standards as per OSHA and/or MIOSHA.
- Perform related duties as assigned in working in the maintenance and transportation departments.

**Salary:** As per negotiated district contract

APPLY TO: Via email to [personnel@hemlockps.com](mailto:personnel@hemlockps.com)  
***Please provide letter of interest, resume, credentials and references.***

Posted: October 11, 2021  
Deadline: Until Filled



#### **NOTICE OF NONDISCRIMINATION**

The Hemlock Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Direct all inquiries related to discrimination to:  
Superintendent's Office  
200 Wilson St.  
Hemlock, MI 48626  
(989) 642-5282