

GREENFIELD UNION SCHOOL DISTRICT JOB OPPORTUNITY

Job Title:	Mechanic III/Bus Driver	Job Category:	CSEA Classified
Location:	M.O.T	Job Code:	606414
Salary:	\$28.55 - \$36.97 (30-CL35) (Max entry step 3, unless determined to be a promotion for an internal candidate)	Work Cal:	8 hours/12 months/246 days
Date Posted:	10/29/2025	Closing Date:	11/12/2025

Applicants apply at: WWW.GFUSD.NET

JOB REQUIREMENTS:

- Completion of the twelfth (12th) grade or possession of a G.E.D.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Desired a minimum of three (3) years of experience in auto repair, with at least one (1) year involving the repair of heavy equipment such as trucks and buses.
- Desired a minimum of six (6) months of experience as a bus driver.
- Possession of a valid California Class A or Class B Commercial Driver's License (CDL) with "P" (Passenger) and "S" (School Bus) endorsements, or the ability to attain.
- Possession of a valid California Special Driver's Certificate, or the ability to attain.
- Possession of a current Medical Examination Certificate (DL-51).
- Possession of a current First Aid card (if #6 restriction is indicated on the Special Driver's Certificate).
- Possession of a Section 609 MVAC Technician Certification (for servicing motor vehicle air conditioning systems).
- Possession of ASE Certifications:
 - S-4: Brakes
 - S-5: Suspension
 - Plus two (2) additional ASE School Bus Certifications (any additional from ASE's School Bus Series such as Body Systems, Diesel Engines, Electrical/Electronic Systems, etc.)

Applicants who do not include all the required documents with their application will not be considered for the position.

JOB SUMMARY:

Under the direction of the Director of Maintenance, Operations, and Transportation (MOT) or designee, the Mechanic III/Bus Driver performs advanced, skilled, and specialized maintenance, diagnostics, and repairs on a wide range of motorized vehicles, including school buses, trucks, and other district equipment. This senior-level position requires expert knowledge of gasoline and diesel engines, chassis, brake systems, electrical systems, suspension, and steering components, as well as proficiency with hand and power tools, diagnostic equipment, and complex mechanical systems. The Mechanic III/Bus Driver is responsible for leading inspections, troubleshooting complex and unusual mechanical problems, performing major and minor repairs, conducting preventive maintenance, and ensuring all vehicles meet safety and regulatory standards. This position may also include driving school buses for regular routes, field trips, or special events while monitoring student conduct in accordance with district policies.

Ability to:

- Learn procedures, maintenance schedules, and the use of hand and power tools used in mechanical trades.

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GREENFIELD UNION SCHOOL DISTRICT JOB OPPORTUNITY

- Understand and carry out oral and written directions effectively.
- Drive a school bus and other types of automotive equipment safely and efficiently.
- Perform physically demanding tasks, including heavy manual labor.
- Work independently with minimal supervision.
- Establish and maintain cooperative and effective working relationships with colleagues and other district personnel.

Knowledge of:

- Common methods, tools, and materials used in the maintenance and repair of motorized vehicles and equipment.
- Principles of operation, repair, and maintenance of:
 - Gasoline and diesel engines
 - Chassis and frames
 - Brake systems
 - Electrical systems
 - Suspension and steering components
- Safety procedures and standards applicable to mechanical work and student transportation.
- District policies and procedures regarding vehicle maintenance and transportation safety.

MAJOR DUTIES AND RESPONSIBILITIES

- Inspect school buses, trucks, automobiles, tractors, and other mechanical equipment to identify and diagnose mechanical defects or potential failures.
- Diagnoses mechanical problems in gasoline and diesel-powered vehicles using appropriate diagnostic tools and techniques.
- Performs both major and minor repairs on motorized equipment, including vehicles powered by gasoline and diesel engines.
- Rebuilds, replaces, or overhauls essential vehicle systems and components, such as:
 - Engines
 - Transmissions
 - Differentials
 - Starters and alternators
 - Braking systems
 - Electrical systems
 - Fuel and carburetion systems
 - Emission control systems
 - Other related mechanical assemblies
- Operates a wide range of shop tools and equipment including drills, hydraulic presses, grinders, and both electric and gas welding equipment to fabricate, shape, or repair vehicle parts.
- Performs scheduled inspections of vehicles and equipment to determine maintenance needs and ensure safe and legal operation.
- Conducts preventative maintenance services in accordance with manufacturer guidelines and district schedules, including servicing:
 - Batteries
 - Tires and wheels
 - Lighting systems
 - Mirrors, windows, and windshields
 - Seats and seatbelts
- Secures, recommends, and manages the tools, parts, and materials necessary for maintenance and repair work.

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- Maintains detailed and accurate records of all work performed, including diagnostics, repairs, parts used, labor hours, and inspection findings.
- Troubleshoots and resolves unusual or complex mechanical problems that fall outside standard maintenance procedures.
- May be required to drive a school bus along designated routes, including the transportation of students and staff for regular routes, field trips, athletic events, or other special activities.
- Assists in ensuring that buses and other motorized equipment are kept clean, sanitary, and in safe operating condition.
- Monitors and maintains appropriate student conduct on buses and at bus stops in accordance with district policies.
- Interacts professionally and courteously with students, staff, parents, and the public, and follows district procedures in all communications and conduct.
- Attends required safety meetings, technical training sessions, and professional development workshops as assigned.
- Reports unsafe conditions immediately and follows all district and regulatory safety procedures, including those required under AHERA (Asbestos Hazard Emergency Response Act).
- Performs other related duties as assigned by the supervisor to support safe, efficient, and effective transportation and maintenance operations.

WORKING CONDITIONS:

ENVIRONMENT: Outdoor/Indoor physical activity related to assigned projects. Driving to off-site locations to conduct work.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment and machinery; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, lifting heavy objects; frequent walking kneeling and climbing of ladders.

PHYSICAL ABILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions in the work environment.

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.
 - Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
 - Ability to identify and interpret communications in handwritten and printed materials, and on the display screen of various office equipment and machines.
 - Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in front of groups, and telephonically.
 - Ability to observe, monitor, and manage student activities and other assigned duties effectively.
 - Physical agility to move self in various positions in order to execute duties effectively, which may include kneeling, walking, pushing/pulling, squatting, twisting, turning, bending, stooping, and reaching overhead; physical stamina sufficient to sustain light physical labor and remain in a stationary position for up to 8 hours.
 - Physical mobility sufficient to move about the work environment (office, District, school site to site) for
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sustained periods of time on hard flooring, climb slopes, stairs, and ramps, and respond to emergency situations; physical strength sufficient to periodically lift and/or carry 80 pounds of materials or supplies; occasionally lift 125 or more pounds with or without assistance.

1. Seldom: Less than 25% 2. Occasional: 25%-50% 3. Often: 51%-75% 4. Very Frequent: 76% or more

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