



## St. Louis Public Schools

113 East Saginaw Street  
St. Louis, MI 48880  
Phone: 989.681.2545  
[www.stlouisschools.net](http://www.stlouisschools.net)



**POSITION:** St. Louis Public Schools Mechanic

**LOCATION:** Transportation Department

**REPORTS TO:** Transportation Supervisor and Maintenance Director

**POSTING CLOSING:** Until Filled

### **REQUIRED QUALIFICATIONS:**

#### *Education/Certification:*

- High school diploma or equivalent.
- Experience as an automotive and truck mechanic.
- Certification for work on diesel and gasoline engines.
- Valid Michigan **CDL with Air Brake, Bus (S), and Passenger (P) Endorsements**, or able to obtain within six months of hire.
- Physically able to pass the school bus driver test.
- Ability to lift a minimum of 135 pounds to waist height.

### **JOB SCOPE:**

The Mechanic is responsible for maintenance, service, repair, and recordkeeping of all district vehicles and equipment—including school buses, maintenance/fleet vehicles, tractors, trucks, snowplows, snow blowers, etc. This role ensures all vehicles meet safety standards and comply with school, local, county, state, and federal regulations.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintain preventive maintenance schedules for all fleet vehicles.
- Perform or supervise repairs on all transportation and maintenance equipment.
- Advise on the purchase of fuel, parts, and tools.
- Ensure student transportation vehicles meet Michigan State Police, MDOT, and MDE standards.
- Prepare monthly service and maintenance reports and annual fleet reports for the Transportation Supervisor.
- Maintain high safety standards in all work areas and a clean and organized shop and parts room.
- Daily dispatch duties.
- Maintain certifications through required training.
- Prepare and maintain inventory reports, work orders, and spreadsheets.
- Serve as a substitute driver when necessary.
- Respond to after-hours emergencies, including breakdowns and snow removal.
- Perform other duties as assigned by the supervisor.

### **WORK SCHEDULE:**

Full-time, 12-month position. Must be willing to work additional hours as needed.

**COMPENSATION:** \$26-\$30/hour (based on experience) and benefits package included.

### **HOW TO APPLY**

Submit a letter of interest, resume, and certifications to:

St. Louis Public Schools

Attn: Jennifer McKittrick, Superintendent

113 E. Saginaw Street, St. Louis, MI 48880

Or email application materials to: [jmckittrick@stlouisschools.net](mailto:jmckittrick@stlouisschools.net)

St. Louis High School  
113 E. Saginaw Street  
989.681.2500

TSN Middle School  
312 N. Union Street  
989.681.5155

Eugene Nikkari Elementary  
301 W. State Street  
989.681.5131

Carrie Knause Early Childhood  
Learning Center  
121 I & K Street  
989.681.3535