

# MAPLE HEIGHTS CITY SCHOOLS

## Official Notice of Vacancy from the Personnel Department

Posting Date: December 18, 2025

OPEN FOR THE 2025-2026 SCHOOL YEAR

**POSITION TITLE:** Tradesman Mechanic (Skilled)

**JOB DETAILS:**

- 260 Day Position, 7.5 hours per day/30-minute unpaid break
- 730AM-4PM, M-F
- Competitive salary and benefits based upon experience and placement on the Board of Education approved salary schedule

**QUALIFICATIONS:**

- Associates degree or equivalent from a two-year technical school
- Diesel mechanic training
- Experience in automotive repair and/or related work
- Valid driver's license, current CDL with required endorsement for school bus
- Valid ASE certification
- Such alternatives to the above as the Superintendent and/or Board of Education may find appropriate.

**OVERVIEW:**

*Major Responsibilities Include:* Ability to communicate ideas and directives clearly and effectively both orally and in writing. Ability to read and understand verbal and written instructions, warnings, and labels. Ability to work effectively with others. Effective, active listening skills, Organizational and problem solving skills, Experience with mechanic troubleshooting, Experience working with diesel engines, Knowledge of electrical, air brake systems, welding, cutting torches, painting, and bodywork, Training in the proper care and storage of chemicals, e.g. OSHA/PERRAC training, Knowledge of appropriate safety procedures, Ability to develop, maintain, organize, and supervise a safe and efficient transportation system, Ability to operate a school bus, Knowledge of mechanics of bus fleet, needed parts, supplies and general maintenance and Knowledge of vehicle safety laws and regulations.

**Those interested in applying must submit an application through Applitrack found on the District's Website:**

**[www.mapleschools.com](http://www.mapleschools.com) under Departments/Personnel**  
**PLEASE DO NOT SEND HARDCOPIES OF DOCUMENTS**

Please address all electronic correspondence to: Tajuana Hunnicutt, Director of Personnel; Maple Heights City Schools, 5740 Lawn Avenue, Maple Heights, Ohio 44137. Application deadline for the position is: **Until Filled.**

THE MAPLE HEIGHTS BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, RELIGION, AGE, HANDICAP, OR NATIONAL ORIGIN IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES WHICH IT OPERATES.

**NOTE: Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Maple Heights City School District Personnel Office at 587-6100.**



Olympia Della Flora, Superintendent