

PLEASE POST

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**VAN BUREN PUBLIC SCHOOLS**  
Belleville, MI 48111

**JOB POSTING – INTERNAL AND EXTERNAL**

**POSITION TITLE:** Mechanic part-time

**GRADE:** 1

**LOCATIONS:** District Wide VBPS

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**QUALIFICATIONS:**

- Possess High School diploma or G.E.D. equivalent.
- Minimum of five (5) years' experience.
- Possess Valid Michigan driver's and CDL license
- Experience operating a Hi-Lo and pass all safety related training.
- Possess the physical ability of climbing, lifting objects of at least 50 pounds.
- Have demonstrated success in working effectively and harmoniously with supervisors and peers.
- Have demonstrated employment dependability and maintained a record of reliability and punctuality.
- Ability to read and interpret material data safety sheets (M.S.D.S.)
- Ability to write legible responses to work orders and other documents.
- Advance technical training either through trade school or college programs in both gas and diesel powered vehicles.
- Must be able to perform a wide variety of tasks requiring an understanding of and proficiency at, transportation mechanical repair.
- Must be able to work harmoniously with public and school district employees.
- Certified mechanics preferred
- General maintenance including filling fluids, oil changes and assist the full time mechanics.
- Pass basic vehicle maintenance/repair test (minimum score 75%)

**UNDER THE DIRECTION OF:**

- Director of Plant Operations

**JOB GOAL:**

- To keep the district's vehicles in such a state of operating excellence that they present no problems or interruptions to the educational program.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 pounds such as piping and pool valves. The employee will sometimes push/pull items such as tables' scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

#### **RESPONSIBILITIES AND JOB DESCRIPTION:**

Under the supervision and direction of the Director of Plant Operations, will receive, store and issue supplies upon request. Will maintain the warehouse facility in a clean, orderly fashion and exercise all safety precautions. When driving the delivery vehicle must exercise safety of the vehicle and the handling of its contents. Must maintain a good driving record. Will assist Full-time mechanics with a variety tasks

#### **TYPICAL DUTIES:**

1. Receive shipments of all supplies, materials and equipment, ascertaining the completeness of the orders, checks for damages and stores/delivers material as directed in the appropriate space and place.
2. Makes proper entry and notations on packing slips and receiving documents.
3. Maintains the physical inventory by actual count and computation of all supplies and material in storage.
4. Maintain the delivery truck in a clean condition and report any mechanical problems to the Director of Plant Operations. Performs the necessary custodial work to maintain the cleanliness of the facility and orderly storage of all materials in accordance with the standards of safety.
5. Responsible for snow removal, including the mobile units and all ramps and sidewalks.
6. Maintain a good driving record.
7. Maintain the ability to diagnose, repair, rebuild, and make necessary adjustments on all vehicle systems.
8. Perform monthly inspection on all vehicles.
9. Perform road testing to determine road ability.
10. Performs preventative maintenance on all District vehicles.
11. Works overtime as required and authorized by the Director of Plant Operations and/or the Transportation Supervisor.
12. Will assist in various maintenance/grounds/custodial activities or performs other work, duties, and assumes responsibilities (other duties as assigned) as requested or directed by the Director of Plant Operations.
13. Work overtime when necessary.

#### **WORKING HOURS:**

1. Twenty (20) hours per week, fifty-two weeks per year less earned, approved and arranged paid vacation time.
2. Four (4) hours per day, as scheduled, plus approved overtime.

**NOTE:** The above duties are general in nature and are not to be construed as all-inclusive.

**APPLICATION:** Written notification must be made to the undersigned on or before noon on

**DATE ISSUED:** September 7, 2018  
**DUE DATE:** September 14, 2018

\_\_\_\_\_  
James Williams Date  
Director of Plant Operations

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Applicant Date