



ALLEN PARK PUBLIC SCHOOLS

Riley Education Center • 9601 Vine, Allen Park, MI 48101

...an uncompromising commitment to excellence

October 3, 2025

POSITION: Skilled Maintenance/Mechanic

SUPERVISOR: Director of Operations/Transportation

JOB OVERVIEW: Display a professional, courteous, and helpful nature to staff and public. To ensure that district and other school municipality equipment and vehicles, including buses, are properly maintained in such a state of operation excellence that they present district vehicles; ensuring the availability of vehicles in safe operating condition; and providing written documentation of repairs to meet district state and federal requirements.

QUALIFICATIONS:

- Graduation from High School or equivalent
- Commercial Driver's License (CDL B) required with endorsements in P,S and without airbrake restrictions
- ASE or state of Michigan Diesel & Master Heavy Duty Truck Certifications required
- Experiences as a diesel or heavy-duty mechanic preferred
- Ability to work in a loud and occasionally, a very loud work environment

- Pass all DOT physical/Random Screening Requirements
- Ability to work using ladders, scaffolding, mechanical lifts and district vehicles.
- Ability to communicate and maintain good working relations with all District employees, vendors, contractors, and public entities
- State driver's license and a safe driving record
- Employees are required to use proper Protective Equipment (PPE) such safety equipment as is appropriate to the work to prevent injury to self or others.
- Ability to communicate in person, by radio, electronically and over the phone.
- Ability to use computer equipment to complete reports, generate serviceorders, maintain inventories, etc.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- Mandatory yearly Osha Training is Required. It may be expected that the individual could be exposed to chemical, blood, body fluids or other potentially infectious materials or illnesses during the course of their duties.

DUTIES & RESPONSIBILITIES:

- Performs routine equipment maintenance/repair tasks such as changing vehicle fluids, fueling, greasing, painting, etc. PM inspections on all equipment and vehicles.
- May frequently work with toxic or caustic chemicals such as petroleum products degreasers, gas fumes and sprays.
- Must be able to work in outside weather conditions and is occasionally exposed to fumes and airborne particles.
- Inspects equipment on a regularly scheduled basis. Complies with safety precautions.
- Must know rules/regulations enforced by local, state and federal agencies, including but not limited to the state police inspection.
- Ability to perform physical activities in varied and adverse positions and conditions. The employee is regularly required to stand, walk, squat, stoop, kneel, climb and reach above head and may be required to move heavier materials over 75lbs using appropriate equipment.
- Operates snow plows, dump truck and salt spreader to remove ice and snow from parking lots and assigned areas, which require early morning starts, extended hours, and weekend duty including holidays.

- Responds in a timely manner when called to assist in snow plowing.
- Shovel snow, grounds maintenance and other duties as assigned related to facilities and lot maintenance.
- Maintaining a CDL and requirements to provide last minute coverage on school bus routes. Providing transportation to students when other coverage is not available.
- Secures school building: maintains awareness of facility and equipment to detect and prevent injuries or damage to building and property. Making sure all doors are locked behind you, chemicals are properly stored and alarms are set.
- Maintains inventory and requests any supplies and materials needed to accomplish assigned tasks
- Follows all safety rules, policies, and regulations. Able to work independently with minimal supervision.
- Maintain tools and workplace so that the shop conditions are clean, neat and orderly. Adheres to safety measures for cleaning, lifting, moving, and operating equipment.
- Perform scheduled and unscheduled repairs, preventative maintenance, and other duties as assigned by the Director of Operations/Transportation.

APPLICATION

DEADLINE: Tuesday, October 14, 2025 at 4:00 p.m.

TO APPLY:

Internal/External Candidates: Submit application/resume/licensure on Wayne RESA Applitrack:

[Skilled Maintenance](#)

The Board of Education shall comply with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. The Allen Park Public School District is committed to a policy of non-discrimination because of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education. If any individual believes that he or she has been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, a complaint should be directed to the District Compliance Officers.