

# JOB POSTING

Date: February 5, 2024

**JOB TITLE:** BUS MECHANIC  
**DEPARTMENT:** Transportation/Business Operations  
**LOCATION:** Bus Garage  
**REPORTS TO:** Business Administrator  
**SHIFT:** Flexible 5.5 hours per/day, 260 days/yr.  
**(Reference the MESA Negotiated Agreement to verify you are eligible to apply for this position if you work within the district.)**

**QUALIFICATIONS:** Valid Ohio C.D.L with S&P endorsements  
Completed pre-service certificate  
Current drivers abstract meeting Board policy guidelines  
Completed T-8 physical, including drug & alcohol test  
Experience and knowledge to keep the districts vehicles and equipment (buses, vans, cars, tractors, mowers) properly maintained

**WAGES** \$20.59/ hourly, \$21.04/hour

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*Please apply in writing to Krysten Dannemiller*

*Mail to:  
1 S. Cleveland Ave.  
Mogadore, OH 44260*

*Or email to:  
mo\_employmentcandidate@mogadore.net*

**posting until filled**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintain in good repair all vehicles owned by the Mogadore Board of Education.
2. Maintains organization and cleanliness of the bus garage.
3. Sees all work requested in writing by drivers is given attention according to priorities.
4. Notifies Supervisor of all parts, materials, tools, or equipment required for maintenance and/or repairs of all vehicles.
5. Reports to Supervisor, any mechanical irregularities or deficiencies that cannot be corrected for the safe operation of the vehicles owned by the Board of Education.
6. Fill in as substitute bus driver for regular routes and field trips if needed.
7. Diagnose, repair, rebuild, and make necessary adjustments on all vehicles.
8. Performs quarterly/preventative inspections of all vehicles.
9. Assures maintenance and repair records are kept for all vehicles and equipment.

10. Knowledge and ability to operate shop equipment.
11. Assist with inventory, receipt, and issuance of parts and supplies.
12. Recommends replacement of equipment and materials for the district.
13. Frequently lifts/moves 50 lbs and occasionally 100 lbs.
14. Assist Ohio State Highway Patrol in annual and spot inspections.
15. Perform other duties as may be assigned by the Supervisor/ Administration, including transportation of students during the day, evening or weekends.

**ADDITIONAL NOTIFICATIONS:**

1. Occasional exposure to blood, body fluids, and tissue.
2. Occasional interaction among unruly children.
3. Occasional exposure to temperatures above 100° and below 32°.
4. Noise level is frequently loud, where you have to raise your voice in a dignified manner to be heard.
5. Occasionally works in outside weather.
6. Occasionally works with toxic chemicals, such as petroleum, degreasers, and fumes.

**SUPERVISORY RESPONSIBILITIES:**

None

*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.*

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED)  
Any ASE Certifications would be a plus

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.