



# NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: October 25, 2016

**TITLE:** Bus Mechanic/Morning Lead (level II)

**REPORTS TO:** Transportation General Foreman

**SUPERVISES:** N/A

**TERM:** 12 months

**JOB GOAL:** To maintain school buses, maintenance vehicles, mowers and other equipment in safe working order. To extend the useful service of school buses and a 25 unit white fleet through the use of preventative maintenance techniques.

## QUALIFICATIONS AND TRAINING:

- High School Diploma or Equivalent
- Valid and appropriate drivers license
- Must obtain a Valid Tennessee Commercial Driver's License with a passenger (P) and school (S) endorsement (note: HCS provides training to help the applicant obtain a CDL / PS)
- Safe driving record which meets the County Office of Education's insurance requirements
- Has or obtain ASE school bus certification (s)
- Has a minimum of two years of vehicle repair and maintenance experience
- Must pass a Department of Transportation (DOT) Physical and TB Test

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## PERFORMANCE RESPONSIBILITIES:

Job Description: Bus Mechanic

1. Repairs, replaces and performs complete overhauls on engines on system-owned vehicles, including trucks, cars, and mowers
2. Repairs and replaces air/hydraulic brake and cooling systems

3. Repairs and replaces electronic components on buses and other system owned vehicles
4. Performs miscellaneous preventive maintenance and service calls as needed
5. Maintain a neat and orderly work area
6. Drives a school bus as needed
7. Lift objects that exceed 50 lbs
8. Perform frequent lifting and /or carrying of objects weighing up to 25 lbs.
9. Perform physical demands such as pushing, pulling, climbing, balancing, bending, stooping, kneeling, crouching, crawling and reaching
10. Performs other related duties as assigned
11. Work as a team member with other transportation employees

**APPLICATION PROCEDURE:**

Application is available at the Haywood County Board of Education.  
Please return you application to Toni Eubanks

Position is available until filled.

Haywood County Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.