Internal/External Posting
2020

Position: Head Mechanic

Location: Transportation Department

Qualifications:

Required
CDL (or willing to acquire within 60 days)
State of Michigan’s Master Mechanic Certification
(or willing to acquire within 6 months)
Mechanic’s Tools

Preferred
Experience with heavy truck and equipment
Diesel Experience

Beginning Salary: $48,889

Apply by logging on to www.applitrack.com/WISD/onlineapp
Follow directions as provided on that website.

Address inquiries to:
Marcus Kaemming
Assistant Superintendent of Human Resources
mkaemming@chelsea.k12.mi.us
Posting date: February 20, 2020
Application deadline: March 13, 2020, at 3:00 p.m. or until filled

Chelsea School District is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.
JOB DESCRIPTION

POSITION: Head Mechanic

REPORTS TO: Transportation Supervisor

JOB RESPONSIBILITIES:

1. The maintaining and repairing of all school vehicles and powered machinery, including mechanical, electrical and body work. Priority to be given to transportation vehicles.

2. Must possess and utilize self-motivation, leadership, organization, and communication skills.

3. Starting buses as required.

4. Effective and accurate preparation and filing of all vehicle records, including work orders, inventory, and any other forms utilized in the Transportation Department.

5. Provide preventative maintenance on all vehicles and machinery.

6. Must possess proficient computer and inventory skills. Work with the Assistant Mechanic to order parts and materials necessary for effective repair and maintenance work.

7. Assign work to the Assistant Mechanic.

8. Maintain garage area in a clean and orderly fashion.

9. Use proper safety measures when working on equipment.

10. Must be available to handle emergency needs after regular hours/weekend.

11. Must drive buses to transport students as required on trips and/or routes.

12. Perform welding, either gas or electric, as required.

13. Perform any other duties as assigned by the Transportation Supervisor.

PREFERRED QUALIFICATIONS:

1. Must possess and maintain appropriate certified driver’s license (CDL).

2. Must possess mechanic’s license or have the ability to become licensed within 60 days should it become a State requirement.

3. Five (5) years’ experience as a mechanic.