



METROPOLITAN SCHOOL DISTRICT OF WASHINGTON TOWNSHIP
8550 WOODFIELD CROSSING BOULEVARD, INDIANAPOLIS, IN 46240

POSITION VACANCY

POSITION:	Mechanic – Vehicle Technician Specialist
LOCATION:	Transportation Department
CALENDAR LENGTH:	260 Days (Year Round)
WORK SCHEDULE:	40 hours per week
CLASSIFICATION:	Classified (Non-teaching)
STATUS:	Hourly (Full-time)
HOURLY SALARY:	\$23.00 to \$30.00 per hour (\$47,840 to \$62,400 annually) (based on credentials and years of experience)

JOB DESCRIPTION:

The Mechanic - Vehicle Technician Specialist is under the supervision of the Director of Transportation and reports directly to the Supervisors of the Bus Garage. Areas of responsibility include:

1. Repairing and maintaining all township vehicles including buses, cars, trucks, and vans.
2. Diagnosing and repairing mechanical, electrical, fuel, and air systems problems.
3. Performing emergency road service including weekend and evening service calls.
4. Removing and replacing interior seat upholstery.
5. Removing, repairing, and replacing engines, transmissions, and tires.
6. Performing preventive maintenance as scheduled.
7. Cleaning of shop area, equipment, spare buses, tool boxes and tools.
8. Removing, repairing, and replacing heating and A/C systems.
9. Maintaining proper license and certification in order to serve as a substitute bus driver as needed.
10. Make road calls and emergency repairs when vehicles become disabled, regardless of weather conditions.
11. Assist with preparations for annual state bus inspections.
12. Participate in staff meetings and professional growth opportunities as directed.
13. Other duties as assigned by supervisors.

REQUIREMENTS:

- Qualified candidates must obtain a valid Commercial Driver's License within six months of start date and maintain thereafter. CDL certification is for the purpose of operating buses, but not transporting students/driving routes.
- Meet all prerequisite and ongoing qualifications to be covered by the corporation's insurance carrier.
- Knowledge of gas and diesel engines, as well as other related systems, required.
- Ability to use repair manuals and parts catalogs is a necessity.
- Experience with Caterpillar and Cummins engines, computer diagnosis, and air brakes required.
- Must be willing to learn new systems and to work overtime as needed
- Keeps current with local, state, and federal school bus safety and environmental regulations.
- Candidates must be able to lift heavy objects, work in awkward and cramped positions, and make emergency repairs outside regardless of weather conditions
- Must have good communication and public relations skills with various publics including students, administrators, co-workers, and other members of the staff

PHYSICAL REQUIREMENTS:

1. Seldom = Less than 25%
 2. Occasional = 26 to 50 %
 3. Often = 51 to 75%
 4. Very Frequent = 76 % & above
- Ability to stand for extended periods of time (4)
 - Ability to carry 25 pounds (3)
 - Ability to work at a desk, conference table or in meetings of various configurations (3)
 - Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter (3)
 - Ability to hear and understand speech at normal levels (4)
 - Ability to communicate so others will be able to clearly understand a normal conversation (4)
 - Ability to operate office equipment (2)
 - Ability to reach in all directions (4)
 - Amount of force to push/ pull up to 15 pounds (4), 25-30 pounds (2), and 50 or more (1)
 - Amount to lift 25-30 pounds (3) and 50 or more pounds (1)
 - Climbing (4)
 - Overhead work (2)

Those currently interested in the position are asked to complete an online application through our website at www.msdt.k12.in.us

WASHINGTON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER