



ADMINISTRATIVE JOB POSTING

TO: All Staff
FROM: Kathy Hillman, Director of Transportation
DATE: February 20, 2025
RE: Administrative Bus Mechanic

POSTING DATE: February 20, 2025

POSTING PERIOD: February 20 - March 5, 2025

APPLICATION DEADLINE: 3:00 p.m. – March 5, 2025
SUBMIT APPLICATION TO: Kathy Hillman, Director of Transportation
509 Moore Avenue
Bellevue, OH 44811
kathy.hillman@bellevueschools.org

POSITION: Administrative Bus Mechanic

OTHER INFORMATION: 259 Days

ANTICIPATED START DATE: To be determined

ESSENTIAL FUNCTIONS: See attached Job Description

ADDITIONAL QUALIFICATIONS/INFORMATION:

- All applicants must adhere to the following:
 - Bellevue City School District Board Policy
 - State and/or Federal guidelines/regulations
- Vacancy shall be filled as determined by the Superintendent's judgement of applicant's qualifications
- The Superintendent reserves the right to determine whether or not to fill the vacancy
- All assignments will be made by the Superintendent pursuant to O.R.C. 3319.01
- No applicant will be considered without the following items submitted:
 - Written narrative letter of application specifying why position is desired
 - Other information pertinent to job vacancy and completed job application on file

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BELLEVUE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MECHANIC**

File 704

Reports to: Transportation Supervisor

Job Objective: Performs vehicle maintenance and repair services.

- Minimum Qualifications:**
- High school diploma. Advanced commercial vehicle maintenance skills substantiated by post-secondary training and/or work experience.
 - Ability to perform physically demanding work that includes lifting/moving heavy items.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
 - Demonstrates the ability to use technology equipment/systems associated with job functions.
 - Displays sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
 - Duties may require working irregular hours/non-traditional schedule as an "on-call" employee.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Knowledgeable about and ability to comply with environmental, health and safety regulations.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets mandated health screening requirements following a conditional offer of employment.
 - Ability to obtain a Valid Commercial Driver's license (CDL) with school bus and passenger endorsements. Meets prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease training as a condition of employment.

- Essential Functions:**
- 1. Provides technical expertise/manual skill in the inspection, maintenance of district vehicles and equipment. Implements procedures to deal with emergency repairs effectively.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Encourages drivers to ask questions. Teaches drivers how to identify problems before equipment malfunctions. Reports irregularities and equipment abuse to the transportation supervisor.
 - Responds when vehicles become disabled on the road.
 - Helps coordinate State Highway Patrol annual bus inspections.
 - Inspects, services, repairs and/or rebuilds equipment. Tests repaired vehicles to ensure safety.
 - Ensures compliance with all relevant federal, state and local regulations.
 - Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, checks/replaces belts, maintains fluid levels, etc.).
 - Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.
 - Keeps the transportation supervisor aware of work progress/pending deadlines.
 - Ability to maintain and utilize the district's fleet maintenance & inventory software.
 - Identifies/recommends and evaluates work performed by outside vendors.
 - Uses performance-based safety standards to evaluate the need to replace/upgrade equipment.
 - Helps prepare bid specifications (e.g., bus purchases, shop equipment, supplies, etc.).
 - Picks-up/delivers equipment, materials and other supplies as directed.
 - Receives deliveries. Inspects packages. Verifies contents with packing lists/purchase orders. Records receipt date. Verifies/reconciles invoices for payment. Tags fixed assets as directed.
 - Organizes/stores supplies. Maintains an inventory control system. Deducts requisitioned stock from the inventory database. Notifies the transportation supervisor when consumable supplies need to be reorder to maintain reliable service levels.
 - Complies with Material Safety Data Sheet (MSDS) information. Ensures that materials are labeled/stored properly. Seeks advice when uncertain about product use or disposal procedures.
 - Participates in occupational safety/health training as directed.
 - Performs a complete physical inventory of all equipment/materials as directed.
 - Reports traffic citations, accidents, or property damage that occurs on or off the job.
 - Reports personal injuries that require treatment to a supervisor.
 - Protects district property. Ensures that assigned work areas are secured at the end of the shift.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Attends training/in-service programs as directed.
- Keeps current with professional advances associated with work assignments.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.

- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing strenuous or repetitive manual tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces and/or under variable lighting conditions.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: February, 2025