



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Bus Transportation Mechanic

March 10, 2025

Job Summary:

Under the direction of the Transportation Supervisor/Lead Mechanic the Bus Transportation Mechanic maintains school buses and vehicles.

Qualifications:

Required:

- A. Must possess high school diploma or equivalent
- B. Have or willing to obtain CDL class B with C, P & S endorsement and drive routes as needed
- C. Good driving record
- D. Must have own tools
- E. Demonstrated successful written and communication skills

Desired Characteristics:

- A. Experience working to repair automotive and or buses
- B. Minimum of two years experience in related field
- C. Ability to lift and carry heavy equipment
- D. Experience working in an educational environment
- E. Working knowledge of computers and basic data entry skills
- F. State Certification

Duties:

- A. Repair and maintain school buses and school vehicles
- B. Repair and maintain diesel engines
- C. Analyze engine performance and tune-ups as needed. Perform routine vehicle maintenance and preventative care
- D. Mount and dismount tires. Tires with rims are 300 lbs.
- E. Perform brake repairs on air brake systems
- F. Service all district vehicles including fueling, washing, fluid check and tire check
- G. Maintain garage area
- H. Ability to plan and organize; good work habits
- I. Use 2-way Radio systems to communicate with drivers/office
- J. Dispatch and navigate routing programs and route tracking systems (GPS)
- K. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

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CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Filled

Start Date: July 1, 2025, Monday – Friday, 8:30 a.m. to 5:30 p.m.

Salary: \$25 - \$30 per hour depending on experience

Apply To: Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Sherri Simmons, Human Resources
ssimmons@gulllakecs.org