DATE: November 21, 2019

POSITION: Bus Mechanic Foreman
Non-competitive Civil Service Position

HOURS: Full time - Twelve-month Employee, Eight Hours per Day
8:00 a.m.-4:30 p.m.

REQUIREMENTS: Minimum of 21 years of age and possession of a valid clean CDL B License with P & S endorsements with unlimited weight and no air brake restriction. Must be able to meet 19A Qualifications.

QUALIFICATIONS: Graduation from technical institution or possession of a high school degree/equivalency diploma with five (5) years of experience as an automotive mechanic.

DUTIES: See Attached Job Description.

RATE OF PAY: CSEA Contract Level XIII $22.08-$22.83.

BENEFITS: Health Insurance, NYS Retirement, Paid Holidays and Vacation

EFFECTIVE DATE: December 18, 2019

LOCATION: Eden Central School Bus Garage

APPLICATION: Direct a Letter of Application to:

Mrs. Laura Feldman
Eden Central School District
8289 N. Main St.
Eden, NY 14057

on or before November 27, 2019.

Laura Feldman
Laura Feldman
Director of Finance

As an Equal Opportunity Employer, the Eden Central School District does not discriminate on the basis of race, color, age, sex, religion, national origin, marital status, disability, or status as a disabled or Vietnam era veteran.
JOB DESCRIPTION

AUTOMOTIVE MECHANIC CREW CHIEF
(BUS MECHANIC FOREMAN)

DISTINGUISHING FEATURES OF THE CLASS:
The work involves supervising and participating in the maintenance and repair of motor equipment. The incumbent is under the direct supervision of the Transportation Supervisor and other higher ranking employees who receive reports and makes inspections. Exercises supervision over a small number of employees engaged in the maintenance of motor equipment. Does related work as required.

TYPICAL WORK ACTIVITIES:
Supervises and participates in the repairs and adjustments to motor equipment such as buses, trucks and tractors; Supervises and participates in rebuilding and performing repairs including, but not limited to major engine/drive train repairs, body repairs and painting, other adjustments and installations as needed. Supervises the general maintenance and servicing of motor equipment, gas and diesel powered. Maintains records and inventory of automotive equipment and supplies, while monitoring existing warranties. Responsible for purchasing and contract development with vendors while ensuring conformity with the departmental budget. Instructs workers in mechanical and maintenance repairs, inspects work, test drives equipment for conformance with mechanical standards; Supervises the maintenance of the garage in clean and safe condition, and drives vehicles when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the maintenance, servicing and repair of heavy and light automotive equipment, thorough knowledge of the tools, techniques and terminology associated with the automotive mechanics trade; ability to repair and overhaul motor equipment; such as buses, trucks and tractors; thorough knowledge of the accident and safety precautions of the trade; ability to supervise the work of others; ability to diagnose mechanical issues utilizing current industry standard technology; ability to read and understand blueprints/schematics; ability to get along with others; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
Graduation from technical institution or possession of a high school degree/equivalency diploma with five (5) years of experience as an automotive mechanic.

SPECIAL REQUIREMENT:
Minimum of 21 years of age and possess a valid clean Class B New York State driver's license with no air brake restriction, unlimited weight, school bus and passenger endorsements at the time of appointment. Adherence to NYS and District qualifications for transporting students without supervision.

NOTE:
Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.