

**HILLMAN COMMUNITY SCHOOL  
JOB POSTING / CONTRACT POSITION  
MECHANIC  
2024-2025 School Year**

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**ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):**

- Assure adequate maintenance and repair records are maintained for district vehicles and equipment.
- Utilize the Automated Fleet Management System.
- Recommend major equipment and vehicle replacements.
- Prepare for annual State Police bus inspections.
- Maintain the ability to diagnose, repair, rebuild and make necessary adjustments on all vehicle systems.
- Maintain a thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment and perform troubleshooting and related repairs on district vehicles.

**QUALIFICATIONS:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- High school diploma or general education degree (GED) and one to three years related experience and/or training preferred.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with students, staff, parents and/or community members.
- Must have a license for certified mechanic and driver's license or be eligible to do so within one year of hire.
- Ability to establish and maintain effective working relationships with students, parents, staff and/or community members. Ability to perform duties with awareness of all district requirements and Board of Education policies.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.  
Must be able to lift 50 pounds.

**Reports to:** Transportation Director

**Posted on:** Monday October 7, 2024

**Apply by:** Until position is filled

**Apply to:** **Dr. Pamela Rader, Superintendent**  
[raderpa@hillmanschools.com](mailto:raderpa@hillmanschools.com) (Emails accepted)  
Hillman Community Schools  
26042 M-32 South  
Hillman, MI 49746  
989-742-2908