

ONEONTA CITY SCHOOLS
Office of the Superintendent
28370 State Highway 75, Oneonta, AL 35121
205-543-1515

JOB POSTINGS for 2020-2021 School Year
April 1, 2021

Title: **Application Closing Date:**
Mechanic / Maintenance Worker - (1) **Until filled**

Qualifications: Must have the technical skills and personal attributes to complete all duties related to job (Job description provided during application process)

Contract Terms: Determined by OCS salary schedule, 240 days contract.

Salary: Salary is based on appropriate step and rank on the approved salary schedule.

Performance

Responsibilities: Carry out all duties related to job as assigned by Supervisor

Applications are accepted through ALSDE Teach In Alabama website or can be mailed to Oneonta City Schools, Attn: Central Office, 28370 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for these positions and applications should be updated.

To be considered complete, applications should include a copy of the certification and college transcript.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205)543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS
JOB DESCRIPTION / POSITION POSTING**

POSITION TITLE: Mechanic / Maintenance Worker

QUALIFICATIONS:

- Must pass appropriate background screening.
- Must have the physical ability to complete all skills related to job.
- Must possess a skill set that helps contribute to mechanic and building level maintenance and repair.
- Must possess a school bus mechanic certification from ALSDE, or obtain the certification within a reasonable time and maintain certification thereafter.
- Must obtain a school bus driver certification within first year of employment and maintain certification thereafter.

REPORTS TO: Transportation Supervisor, Maintenance Supervisor and Administration

ESSENTIAL FUNCTIONS:

- Plan, schedule and perform repair and preventive maintenance of the district bus fleet, other vehicles or motorized equipment.
- Work an 8 hours day for 240 days a year.
- Lift 60-80 pounds repetitively.
- Able to climb ladders, carrying tools and/or equipment.
- Able to use manual and powered hand tools, push and riding movers, tractors and other necessary equipment to carry out assigned duties.
- Drive school vehicles and be legally qualified for insurance coverage.
- Work unobtrusively in student areas.
- Attend any training as required or requested by Oneonta City Schools.
- Carry out all duties related to job as assigned by supervisor.
- Must carry out essential functions of jobs.
- Any other duties as assigned by supervisor or administration.

PERFORMANCE RESPONSIBILITIES: Responsibilities can include but are not limited to the following areas related to grounds, buildings and transportation (vehicles):

- Plan and perform scheduled preventive maintenance for the district bus fleet.
- Diagnose and perform mechanical repairs and service on buses and other school vehicles.
- Make emergency service calls for stranded buses or other district equipment.
- Order, stock and maintain inventory of all necessary repair parts and supplies.
- Maintain the tools, equipment, and shop area in a clean, orderly and safe condition.
- Perform complete safety inspections as required.
- Complete necessary reports for buses and transportation of students.
- Drive required school bus routes when necessary.
- Assess and repair any issues and problems related to building.
- Equipment maintenance and inventory.
- Monitor, inventory, and replace as needed light bulbs, air filters, etc.
- Help with set up and clean-up of special events (athletic events, performances, etc.)
- Daily monitoring and clean-up of outside grounds and exterior trash cans.
- Grass cutting and care for shrubs.
- Help with bus maintenance as needed.
- Perform other duties as might be reasonably assigned by supervisors.

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I am in receipt of the **Mechanic/Maintenance Worker** position posting and job description:

Print Name

Sign Name

Date