



FENNVILLE PUBLIC SCHOOLS

Educational Excellence, Community Atmosphere, Global Perspective

5 Memorial Drive, Fennville, MI 49408

269.561.7331

Job Posting

POSITION: Bus Mechanic – Full time

POSTING PERIOD: August 6, 2018 until filled

QUALIFICATIONS:

1. High School diploma or GED; additional education preferred.
2. Obtain CDL Class B License with Air Brakes, Passenger, and School Bus endorsements.
3. Current medical certificate with the ability to pass drug and alcohol screening.
4. Obtain certification in brakes and electrical systems.
5. Minimum two years of related diesel maintenance and repair experience.
6. Ability to perform maintenance in an efficient and effective manner without direct supervision.
7. Positive attitude and excellent rapport with the public, staff, parents, and students.
8. Ability to work with PreK – 12th grade students.

REPORTS TO: Director of Transportation

PERFORMANCE RESPONSIBILITIES:

1. Works with the Transportation Director to ensure that the district's vehicles are properly repaired and maintained.
2. Assures adequate maintenance and repair records are maintained for district vehicles and equipment.
3. Diagnoses, repairs, and makes necessary adjustments on all bus systems.
4. Maintains a thorough knowledge and ability to repair components on all systems, including the ability to safely operate shop equipment.
5. Performs trouble-shooting and related repairs on district vehicles.
6. Performs preventative maintenance on district buses.
7. Substitutes for bus routes on an emergency basis.
8. Performs other duties as assigned.

Interested persons should submit a letter of application and resumé, including the contact information for three references to:

Jim Greydanus, Superintendent
5 Memorial Drive
Fennville, MI 49408

Or by email to: mpitts@fennville.org

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Job Posting

POSITION: Transportation Secretary
(Part-time position – up to 15 hours per week)

POSTING PERIOD: August 6, 2018 until filled

QUALIFICATIONS:

1. Experience/training in secretarial/administrative assistant role preferred;
2. Possess or be able to obtain within 90 days: CDL – Class B with certifications to drive a school bus with air brakes;
3. Exceptional human relations skills, including the ability to relate and work well with students, staff, parents, and community;
4. Strong professional and organizational abilities and qualities;
5. Effective written and verbal communication skills;
6. Bilingual (English/Spanish) preferred.

REPORTS TO: Director of Transportation

PERFORMANCE RESPONSIBILITIES:

1. Supports and facilitates all areas of work of the Transportation Department.
2. Represents the Transportation Department in interactions with parents, community, staff and students in a professional manner.
3. Communicates with various individuals, groups, and entities on behalf of the Transportation Department, including through the use of multiple means of electronic communications.
4. Maintains and secures confidential records and inquiries.
5. Manages transportation data in software database.
6. Performs general office duties including answering phones, greeting the public, typing, filing, and handling mail as well as operating various types of office machines.
7. Substitutes for bus routes on an emergency basis.
8. Performs other duties as assigned.

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