

Mechanic, School Bus Safety Inspector Fleet Services

*This position is open until filled with an initial review of applications on **January 8, 2021**.
Applicants are encouraged to submit their materials in a timely fashion.*

The Howard County Public School System is one of the top school systems in the state of Maryland and the nation. Serving over 59,000 students, our mission is to ensure academic success and social emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps.

DESCRIPTION

Under the direction of the Fleet Manager, in alignment with the Howard County Public School System (HCPSS) *Strategic Call to Action*, the Mechanic, School Bus Safety Inspector is responsible for the maintenance and repair of fleet vehicles and equipment. The Mechanic, School Bus Safety Inspector performs inspections on school buses and completes the maintenance and repairs of light, medium, and heavy-duty trucks, diesel vehicles and equipment. This position is designated as an emergency employee who is required to respond during inclement weather and other emergencies as designated.

ESSENTIAL POSITION RESPONSIBILITIES

- Performs preventative maintenance and repairs of HCPSS's fleet vehicles and equipment. Responsible for replacing belts and filters, completing tunes up and rebuilding engines (2 and 4 stroke, air and water cooled), servicing clutches, transmissions, brake repairs, exhaust systems, and other related maintenance actions.
- Assists the Pupil Transportation Office with state mandated inspections of contractor and district owned school buses in accordance with COMAR and MDOT regulations.
- Diagnoses and troubleshoot vehicle and equipment issues. Inspects equipment for repairs and replacement of expendable parts on a scheduled basis.
- Maintains up to date repair records for each vehicle and equipment serviced.
- Collaborates and partners with internal and external HCPSS stakeholders to support Fleet Services operations (Technology, Student Transportation Office, Operations, MVA inspectors, school bus contractors, and drivers).
- Exercises independent judgment and action, including making frequent decisions in accordance with delegated responsibilities from assigned supervisor.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all of the qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

Education:

- Possession of a high school diploma or equivalent (GED) and graduation from an automobile and/or truck repair vocational or trade school.

Experience:

- Three (3) years of work experience as a journey-level automotive and/or diesel mechanic.
- Experience maintaining and repairing buses, automobiles, trucks, heavy construction equipment, and small engine equipment.
- Working knowledge of 2 and 4 stroke air and water cooled engines, diesel engines, hydraulics, electronic controlled engine and brake systems.
- Experience establishing and conducting operative preventative maintenance programs.
- Experience utilizing computer diagnostic equipment in determining service requirements.

Required License and Certificates:

- Valid Commercial Driver License (CDL) Class B with P endorsement and good driving record.
- Requirement to advance to a CDL Class A with air brake endorsement within one (1) year.

PREFERRED QUALIFICATIONS

- Automotive Service Excellence (ASE) Certification with S2, S4, and S5.
- Current Maryland Vehicle Safety Inspection Certification.

PRE-EMPLOYMENT PHYSICAL

- The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by HCPSS.

SALARY

This is a 12-month position on the American Federation of State, County and Municipal Employees (AFSCME) Maintenance and Warehouse Salary Scale, Grade VIII. The current compensation range for this position is \$20.74 - \$36.69 per hour. Placement on the salary scale will be in conjunction with procedures of the Howard County Public School System which considers relevant prior experience. Under the Fair Labor Standards Act, this position is not exempt from overtime.

APPLICATION INFORMATION

Please complete the online application in a timely manner. There will be a pre-screening of applicant credentials before inviting candidates in for an interview. **Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All required supplemental materials (i.e.: resume, letter of introduction, transcripts, certificates, etc.).

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
Office of Human Resources
Laurie_watts@hcpss.org

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.