



POSTING #45

THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK

An Equal Opportunity/Affirmative Action Employer

DATE OF POSTING: **June 21, 2024**

POSITION: Head Automotive Mechanic – Transportation Department

HOURS: 8 hours per day/12 month position

SALARY: \$32.96 per hour (Step 4) - \$38.97 per hour (Step 7)
Salary determined from the East Greenbush CSEA agreement

CLOSING DATE: **July 5, 2024**

TYPICAL WORK ACTIVITIES: Maintains preventive maintenance on school buses; performs skilled operations in the repair and overhaul of gasoline and diesel engine equipment, including trucks, tractors and buses; repairs or replaces motor pumps, fuel pumps, generators, carburetors and shock absorbers; repairs ignition systems, transmissions, brake systems, clutches and front and rear axles; adjusts connecting rods and bearings, steering mechanisms and aligns wheels; greases vehicles, changes oil and oil filters; maintains time records for each job; assists in preparing transportation budget estimates and recommendations; may operate a school bus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Applicant must have thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; good knowledge of the operation of buses; good knowledge of the geography of the district; good knowledge of safety procedures and traffic laws and regulations; ability to plan and supervise the work of others; good motor and hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four (4) years of experience as a skilled automotive repairman and graduation from high school.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Candidates need to be eligible for an appropriate level driver's license issued by the New York State Department of Motor Vehicles at time of appointment. Candidate needs possession of the license at time of appointment and must maintain the license throughout the term of employment.

APPLY:

The successful candidate must take, pass, and be reachable on the "List of Eligibles" for the Rensselaer County Civil Service examination for Head Automotive Mechanic. All interested and qualified individuals wishing to become candidates for this position must meet the minimum qualifications, and submit a complete application packet that includes a cover letter, resume, East Greenbush Central School District application, and Rensselaer County Civil Service application (available on the district website) by **July 5, 2024**, to:

*Marissa Cannon
Director of Human Resources
East Greenbush Central School District
29 Englewood Avenue
East Greenbush, NY 12061*

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant.

The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

Administration Center, 29 Englewood Avenue, East Greenbush, New York 12061

Phone: (518) 207-2528 Fax: (518) 477-4833