

MOP Co-Op Mechanic Assistant

DESCRIPTION:

Work on vehicles from multiple fleets under the direction of the Mechanic.

REQUIREMENTS:

Prior experience in mass transit, public school transportation services or fleet maintenance required. ASE and State of Michigan certification preferred. High school diploma or general education degree (GED) also required. Must possess a valid CDL.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs all necessary repairs and maintenance to fleet in order to ensure compliance with state and federal requirements.
2. Assures adequate maintenance and repair records are kept for all vehicles.
3. Maintains the ability to diagnose, repair, rebuild and make necessary adjustments on all vehicles.
4. Maintain a high standard of safety and good housekeeping of garage area.
5. Experience in computer software products such as word, excel and fleet maintenance software.
6. Ability to effectively communicate with other employees both verbally and through e-mail communications.
7. Physically able to perform job duties. Will be required to pass a physical/drug test.
8. Request mechanic to order all parts, supplies, etc needed for efficient garage operation.
9. Must furnish own tools however, a tool allowance is provided.
10. Pursuant to "School Safety" legislation (2005 PA 129-131 and 138) enacted into law January 1, 2006, must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).
11. All other duties and/or functions as assigned and/or deemed necessary by the nature of the work assignment and/or needs of the MOISD.