

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Fleet Mechanic – Sept 2026		
Location:	Service Building	Start Date:	Immediate
Salary Range/ Level:	Per the Current Teamsters Master Contract \$26.59/hr.	Terms of Employment	12 month position
Date Posted:	September 14, 2026	Application Deadline:	September 30, 2026 @ 5 pm
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Fleet Mechanic 2026) Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<u>JOB SUMMARY</u>			
The Fleet Mechanic is responsible for the inspection, preventive maintenance, diagnosis, repair, and servicing of Waverly Community Schools' transportation fleet, district vehicles, grounds equipment, and other motorized equipment. The position performs skilled mechanical work to ensure vehicles and equipment are maintained in a safe, reliable, and operational condition. The Fleet Mechanic maintains and repairs school buses and other district-owned vehicles, including cars, vans, trucks, trailers, and grounds-maintenance equipment. The position also performs small engine repair and maintenance on equipment such as lawn mowers, snow blowers, utility equipment, and related machinery. The Fleet Mechanic works closely with the Transportation and Operations Departments to prioritize repairs, maintain accurate service records, minimize equipment downtime, and ensure compliance with applicable safety requirements, manufacturer recommendations, and Michigan laws and regulations.			
<u>ESSENTIAL JOB FUNCTIONS</u>			
<i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person</i>			

attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

Fleet Maintenance and Repair

- Inspect, diagnose, maintain, and repair school buses and other district vehicles.
- Perform preventive maintenance and scheduled servicing on vehicles and equipment.
- Diagnose and repair mechanical, electrical, hydraulic, pneumatic, and other vehicle systems.
- Perform routine oil changes, lubrication, filter replacement, fluid checks, belt and hose replacement, and other preventative maintenance.
- Inspect and repair braking, steering, suspension, exhaust, cooling, fuel, and related systems.
- Perform tire inspections, rotations, repairs, and replacements as appropriate.
- Diagnose vehicle starting, charging, and electrical system problems.
- Conduct vehicle safety inspections and identify conditions requiring repair or replacement.
- Complete emergency and breakdown repairs when necessary.
- Coordinate outside repairs when work requires specialized equipment, parts, or expertise.

School Bus Maintenance

- Maintain and repair school buses in accordance with manufacturer recommendations and applicable state and federal requirements.
- Perform or assist with required school bus inspections and corrective repairs.
- Maintain bus heating, cooling, lighting, electrical, braking, steering, and other systems.
- Identify safety-related mechanical concerns and promptly communicate issues that may affect the safe operation of a bus.
- Maintain accurate records of inspections, maintenance, repairs, and parts used.
- Coordinate with Transportation personnel regarding vehicle condition, repair needs, and availability.

District Vehicle Maintenance

- Maintain and repair district-owned cars, vans, trucks, utility vehicles, trailers, and other motorized equipment.
- Inspect district vehicles for safe operating condition.
- Maintain vehicles according to established preventive maintenance schedules.
- Track vehicle service needs and recommend replacement or major repair when appropriate.
- Assist with preparation of vehicles and equipment for seasonal use.

Small Engine and Grounds Equipment Repair

- Diagnose, service, and repair small engines and related equipment.
- Maintain and repair lawn mowers, riding mowers, snow blowers, string trimmers, chainsaws, utility equipment, and other grounds-maintenance machinery.

- Perform tune-ups, oil and filter changes, spark plug replacement, carburetor and fuel-system service, belt replacement, blade maintenance, and related repairs.
- Inspect grounds equipment for safe operation and identify equipment requiring repair or replacement.
- Prepare grounds equipment for seasonal storage and return equipment to service as needed.

Preventive Maintenance and Recordkeeping

- Establish and maintain preventive maintenance schedules for assigned vehicles and equipment.
- Maintain accurate records of inspections, repairs, maintenance, parts, labor, and vehicle mileage/hours.
- Monitor vehicle and equipment service intervals and identify upcoming maintenance needs.
- Maintain an organized inventory of commonly used parts, fluids, tools, and supplies.
- Assist with maintaining records necessary for regulatory compliance.
- Research repair procedures, manufacturer specifications, and service information as needed.

Safety and Compliance

- Follow all applicable federal, state, and local laws, regulations, and safety standards.
- Follow district policies and established safety procedures.
- Use tools, equipment, lifts, diagnostic equipment, and personal protective equipment appropriately.
- Maintain a clean, safe, and organized work area.
- Immediately report safety concerns or conditions that could affect the operation of district vehicles or equipment.
- Properly handle and dispose of used oil, fluids, batteries, filters, and other maintenance materials in accordance with applicable requirements.

General Duties

- Maintain and properly use district tools, equipment, vehicles, and facilities.
- Assist with snow and ice equipment maintenance and seasonal preparation.
- Assist with moving, transporting, or relocating vehicles and equipment as assigned.
- Assist with purchasing and obtaining parts and supplies.
- Communicate professionally with administrators, supervisors, drivers, custodial staff, grounds staff, and other district employees.
- Respond to vehicle or equipment emergencies when assigned.
- Perform other duties as assigned by the supervisor.

QUALIFICATIONS

Education and Experience:

Time Commitment:

- Knowledge of automotive, diesel, school bus, and small-engine mechanical systems.
- Knowledge of preventive maintenance practices and repair procedures.
- Ability to diagnose mechanical and electrical problems accurately.

- Ability to read and interpret service manuals, repair procedures, wiring diagrams, and technical information.
- Skill in the safe and effective use of hand tools, power tools, diagnostic equipment, lifts, and other mechanical equipment.
- Ability to operate diagnostic and electronic testing equipment.
- Ability to prioritize repairs based on safety, operational needs, and available resources.
- Ability to maintain accurate maintenance and repair records.
- Ability to work independently with limited supervision.
- Ability to communicate effectively and maintain positive working relationships with district personnel.
- Ability to safely lift, carry, push, pull, and maneuver tools, parts, and equipment as required.
- Ability to work in varying environmental conditions, including heat, cold, dust, noise, and inclement weather.
- Commitment to maintaining a safe and reliable fleet for students and staff.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Demonstrated experience in automotive, diesel, fleet, school bus, or small-engine maintenance and repair.
- Knowledge and experience with mechanical and electrical diagnostic procedures.
- Ability to obtain and maintain any certifications or licenses required for the position.
- Valid Michigan driver's license with a driving record acceptable to the District.
- Ability to successfully complete required background and employment screening.

PREFERRED QUALIFICATIONS

- Experience maintaining and repairing school buses or other diesel-powered vehicles.
- Experience with fleet maintenance in a school district, governmental entity, or similar organization.
- Experience with small-engine repair and grounds-maintenance equipment.
- ASE, school bus mechanic, or other relevant mechanical certifications.
- Experience with computerized vehicle diagnostic systems.
- Experience with preventive maintenance scheduling and fleet recordkeeping.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The Fleet Mechanic works primarily in a garage, transportation, or maintenance environment and may also work outdoors and at various district locations. The position may be exposed to vehicle exhaust, fumes, oils, grease, chemicals, loud noises, dust, extreme temperatures, and other conditions associated with vehicle and equipment maintenance.

The position requires frequent standing, walking, bending, stooping, reaching, climbing, kneeling, and working in confined or awkward positions. The employee may be required to lift and move heavy tools, parts, equipment, and materials and must be able to safely perform the physical requirements of the position.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.