



HAMILTON COUNTY
COMMUNITY UNIT DISTRICT NO. 10

P.O. Box 369
109 North Washington
McLeansboro, Illinois 62859
(618) 643-2328

VACANCY NOTICE

POSITION: Head Bus Mechanic

QUALIFICATIONS: Training/Experience in field of automotive technology and the service and repair of gas and diesel engines.

More detailed information regarding this position can be found on our website at www.unit10.com.

APPLICATION
PROCEDURE:

Interested applicants must submit a resume and a completed non-certified application form (available on-line at www.unit10.com, click on employment link, or contact the unit office at 618-643-2328) to:

Jeff Fetcho, Superintendent
Hamilton County Community Unit District No. 10
117 North Washington Street
P. O. Box 369
McLeansboro, IL 62859

APPLICATION
DEADLINE:

3:00 p.m., May 20, 2016

JOB DESCRIPTION

TITLE: Bus Mechanic

QUALIFICATIONS: Demonstrated Aptitude for Position

REPORTS TO: Director of Transportation

JOB GOAL: To safely maintain and keep in good running condition the transportation fleet of Hamilton County Unit 10.

PERFORMANCE RESPONSIBILITIES:

1. Be a qualified and certified bus driver.
2. Perform regular safety and mechanical checks, including use of computer diagnostics, and perform routine maintenance work on transportation vehicles.
3. Contact and purchase mechanical services for which they are not qualified or equipped to perform under advisement of the Director of Transportation.
4. Maintain an adequate inventory of parts and materials needed for the performance of their duties in consultation with the Director of Transportation.
5. Confer with the Director of Transportation about any special needs of the program and before making extraordinary purchases or contracting major repair services.
6. Be a resource for detailing specifications for the purchase of new vehicles, and assist the Board and administration in reviewing bids on vehicles.
7. Be a liaison between the bus drivers and the Director of Transportation as needed.
8. Maintain and submit any records and forms as required by the school district.
9. Correct any problems discovered during bus driver vehicle safety checks as soon as possible and as warranted.
10. Develop and implement a mechanical preventative maintenance program for all Unit #10 vehicles and maintain service records on all Unit #10 owned vehicles.
11. Oversee the care and maintenance of the bus repair facility, equipment and District's tools in an orderly and efficient manner.
12. Supply basic set of mechanic tools to perform job duties.
13. Be available to attend Board meetings as requested to discuss issues related to vehicle maintenance.

BUS MECHANIC BENEFITS

May 13, 2016

SALARY:	\$35,000 - \$40,000 (based on 240 work days on average per year) \$18.23 – \$20.83 per hour
IMRF:	Mandatory to participate Employee pays 4.5% District pays employer share
LIFE INSURANCE:	\$15,000 term life insurance paid by district
HEALTH INSURANCE: (Effective May 31, 2016)	Egyptian Trust <u>Single Coverage</u> (monthly – HD Plan) \$507.00 (employee pays 25% - \$126.76; District pays 75% - \$380.24) <u>Family Coverage</u> (monthly – HD Plan) \$1126.00 (employee pays \$745.76; District pays \$380.24) *Subject to change on September 1, 2016
SICK DAYS:	Fourteen (14) per year - can accumulate up to two hundred (200)
PERSONAL DAYS:	Two (2) per year - Can accumulate up to four (4). After the accumulation of four (4) personal leave days, subsequent personal leave will be transferred as sick leave. Starting date for mechanic is May 31, 2016, or a mutually agreed upon date.
VACATION DAYS:	Two weeks (10 days) after completion of years 1-9. Three weeks (15 days) after 10 years. Starting date for mechanic position is May 31, 2016; therefore, Ten (10) vacation days will be granted the summer of 2017.
WORK HOURS:	7:00 a.m. to 4:00 p.m. daily with one hour given for lunch, subject to 24-hour call (Due to the fact that the mechanic is subject to being on 24-hour call, Christmas break, school holidays, and spring break will be non-work days).
OTHER:	Insurance on tools provided by the District from inventory list provided the District by the bus mechanic.