

**BALDWIN-WHITEHALL SCHOOL DISTRICT**  
**CLASSIFIED PERSONNEL**

**Anticipated: Full-Time Mechanic**

<b>POSITION</b>	<b>Building</b>	<b>TERMS OF EMPLOYMENT</b>
Mechanic	BWSB Bus Garage	Full Time M-F 8 hours per day 260 days per year Beginning July 5, 2023

*Starting hourly rate is \$26.48; after 90 days of work and a satisfactory evaluation paid time off and benefits will be awarded.*

*Interested persons should submit a letter of interest and resume to:*

*Rachel Sprouse  
Director of Employee Services  
Central Administration Office  
4900 Curry Road  
Pittsburgh, PA 15236  
rsprouse@bwschools.net*

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Please see the attached Job Description that details **all** of the requirements for this position. Interested candidates must possess a CDL with "B" classification with "P" and "S" endorsements ("L" must be removed) and secure State Police, Child Abuse and FBI background clearances.

Anyone with questions about the position should reach out to Ed Dini at 412-885-7595.

Interested candidates must submit a letter of interest and resume to Dr. Rachel Sprouse at the address listed above.

To be posted on Classified Personnel Bulletin Board

**An Equal Opportunity Employer**

**Date Posted: 5/25/2023**

**Void After: 6/8/2023**

BALDWIN-WHITEHALL SCHOOL DISTRICT

Request for Consideration of Vacancy

Please accept this request for consideration for the following position(s) as listed on the Job Posting dated: 5/25/2023

<b>_____</b>			
<b>_____</b>	<b>Diesel Mechanic: Anticipated Beginning 7/5/2023</b>	<b>Full Time M-F; 8 hours/day; 260 days/year</b>	<b>BWSD Bus Garage</b>

I understand that the filling of all vacancies shall be done in accordance with the provisions of Article VII of the Collective Bargaining Agreement between the Baldwin-Whitehall School District and the Educational Support Personnel Association.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Today's Date \_\_\_\_\_

Telephone Number \_\_\_\_\_

Home Address (*please include zip code*) \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

All candidates must submit a letter of interest and a resume, in addition to this bid sheet, to be considered for the Mechanic position.



# The Baldwin-Whitehall School District

## *Mechanic*

<b>Job Summary:</b>	Responsible for and provides maintenance and repairs of the Baldwin-Whitehall School District Transportation fleet of buses, vans, and other vehicles.
<b>Reports to and Evaluated by:</b>	Transportation Manager
<b>Evaluates:</b>	N/A
<b>Employee Group:</b>	BWSEA 260-day Employee
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• High School diploma or GED</li> <li>• Minimum 5 years verifiable experience in light and medium truck maintenance</li> <li>• Possess current valid Pennsylvania Commercial Driver’s License (CDL) with at least a “B” classification with endorsements “P” and “S”. The “L” restriction must be removed</li> <li>• Possess current school bus operator’s certificate or permit or be eligible to complete the license process</li> <li>• Pass the school bus operator’s physical examination as required by the Commonwealth of Pennsylvania</li> <li>• Possess a Class 7 inspection license</li> <li>• Pass the required drug and alcohol test</li> <li>• Strong computer knowledge – ability to quickly learn software associated with the Transportation Department including Cummins Insite Repair, Windows and Google Software</li> <li>• Strong English language oral communication skills</li> <li>• Strong English language written communication skills</li> <li>• Must secure acceptable Acts 34, 114 and 151 Clearances</li> </ul>
<b>Workplace Expectations:</b>	<ul style="list-style-type: none"> <li>• Possess tools to include all types of electrical and electronic diagnostic repairs</li> <li>• Must own and furnish personal tool box with required hand tools to perform necessary repairs</li> <li>• Must have the ability to follow oral and written instructions</li> <li>• Reliability and a strong sense of integrity; ability to maintain positive motivation and momentum in challenging circumstances</li> </ul>

	<ul style="list-style-type: none"> <li>• Self-starter, driven towards achieving measurable results while effectively generating positive engagement and support among groups</li> <li>• Must be cooperative, congenial and service-oriented</li> <li>• Ability to work in an environment with frequent interruptions</li> <li>• Proven ability to work effectively and flexibly as an individual contributor and a collaborative team member.</li> <li>• Ability to work and communicate with other employees and other individuals</li> <li>• Has demonstrated aptitude for skillful and successful performance of the assigned performance responsibilities</li> <li>• Proven ability to conduct themselves in a professional manner</li> </ul>
<p><b>Job Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Performs all preventative maintenance when scheduled</li> <li>• Performs all mechanical work necessary to make all types of repairs – both major and minor – to vehicles</li> <li>• Performs required Pennsylvania state inspections</li> <li>• Repairs all types of systems, including but not limited to fuel injection, ignition, cooling, exhaust, electrical, etc.</li> <li>• Repairs bus seats, mounts, and installs tires</li> <li>• Trouble shoots and/diagnoses vehicles for repairs and makes recommendations to the supervisor</li> <li>• Performs all types of body repairs or assists in this type of work</li> <li>• Performs welding and metal cutting as needed</li> <li>• Keeps garage and other works areas in clean, organized and safe condition</li> <li>• Maintains all tools and equipment in clean and safe operating condition; secures all tools and equipment at the end of the workday</li> <li>• Accepts responsibility for all assigned and/or emergency road calls.</li> <li>• Accepts and works overtime, if needed, when emergency conditions occur, including but not limited to installing chains on vehicles, emergency repair orders, snow removal, etc.</li> <li>• Moves buses in and around garage before, during, and at the end of the day as may be necessary to ensure that vehicles are available for use on routes</li> <li>• Fuels vehicles as may be necessary</li> <li>• Drive school buses and/or vans on routes as directed by a supervisor when needed</li> <li>• Operates trucks, snowplows, and other vehicles as may be necessary; performs snow removal and salting as directed</li> <li>• Reports to the supervisor any emergency situations</li> <li>• Installs/removes trailer hitch on applicable vehicles as needed for trips</li> <li>• Complies with all vehicle code provisions</li> <li>• Complies with all safety standards</li> </ul>

	<ul style="list-style-type: none"> <li>• Attends all in-service and other training programs as may be required by the employer</li> <li>• Completes such reports as may be required</li> <li>• Dresses appropriately to perform duties of position</li> <li>• Performs all other duties and assignments applicable to the position as may be directed by the Transportation Manager</li> </ul>
<b>ADA Settings:</b>	<p><i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Possess physical capabilities to change tires</li> <li>• Physical capability to lift seventy-five (75) pounds from floor to waist, waist to shoulder, overhead and carry a distance of twenty (20) feet</li> <li>• Physical capability to sit, bend, stand and walk for periods not less than five (5) hours</li> <li>• Physical capability to climb to a height of at least twenty (20) feet</li> <li>• Driving a school bus or van when needed</li> <li>• Auditory acuity to be able to use telephone, cell phone, regular communication with staff</li> <li>• Ability to speak professionally, clearly and distinctly</li> </ul>

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*