



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

IMMEDIATE OPENING-JOB POSTING

POSTING DATE: October 1, 2020

POSITION: Automotive Mechanic Helper – Bus Driver

SALARY: minimum starting salary \$20.34-21.02 per hour

CLASSIFICATION REQUIREMENTS:

- CDL Class B License with S & P Endorsements or ability to obtain within 120 days
- Working knowledge of standard automotive repair methods and the tools and terminology of the trade
- Must be at least 21 years of age; and
- Must meet Civil Service requirements.

GENERAL JOB DESCRIPTION:

- Checks tires and repairs flats;
- Changes oil and lubricates automotive equipment;
- Assists mechanic in the grinding of valves and the fitting of bearings, pistons, and rings;
- Assists in the repairing and overhauling of brake systems, differentials, transmissions, and front and rear axles;
- Helps adjust steering mechanism and align wheels;
- Operates a school bus on a regular schedule or on special occasions;
- Checks the operating condition of the bus before starting on a trip;
- Reports any mechanical defect to supervisor;
- Maintains orderly conduct of children on bus.

APPLICATION PROCEDURE:

Apply online on the Ontario County Civil Service Employment Portal:
<https://ontario-portal.mycivilservice.com/jobopps>

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michele Robinette, compliance officer/coordinator, at mrobinette@midlakes.org. Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).