



# MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

## ANTICIPATED - JOB POSTING

**POSTING DATE:** September 9, 2022  
**POSITION:** Automotive Mechanic – Bus Driver  
**HOURS:** 8 hours daily  
**SALARY:** Starting at \$23.80 per hour

### CLASSIFICATION REQUIREMENTS:

- CDL Class B License with S & P Endorsements or ability to obtain within 120 days
- Must be at least 21 years of age and must meet Civil Service requirements

### GENERAL JOB DESCRIPTION:

- Changes oil and lubricates automotive equipment;
- Checks and changes tires;
- Assists in the repairing and overhauling of brake systems, differentials, transmissions, and front and rear axles;
- Helps adjust steering mechanism and align wheels;
- Working knowledge of standard school bus repair methods and the tools and terminology of the trade;
- Checks the operating conditions of the bus before starting on a trip;
- Operates a school bus on a regular schedule or on special occasions;
- Reports any mechanical defects to supervisor;
- Follow directions and work well with others.

### APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the Job Board **and** Apply online on the Ontario County Civil Service Employment Portal: <https://ontario-portal.mycivilservice.com/jobopps>

### APPLICATION DEADLINE:

September 26, 2022

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

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](mailto: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).