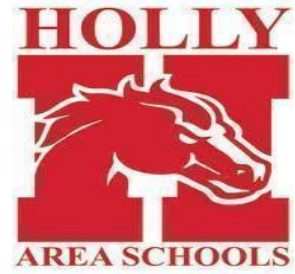


Assistant Mechanic

Location: Holly Area Schools - Transportation
Hourly Wage: Per AFSCME Collective Bargaining Agreement
Start Date: Fall 2026



Holly Area Schools seeks a highly qualified candidate to serve as **Assistant Mechanic** beginning **Fall 2026**.

The Board of Education will offer the successful candidate an **hourly wage per the AFSCME Master Collective Bargaining Agreement** commensurate with skills/experience. The successful candidate will receive a complete and competitive benefit package.

The Community

Holly Township is nestled in the northern and westernmost corner of Oakland County and is filled with natural beauty, wildlife, and serenity. Holly's position in Oakland County offers the experience of the outdoors at our many county or state parks without being too far from the convenience of more urban environments. The Township is committed to preserving and enhancing a safe community of caring and involved residents that are proud to call Holly Township home.

The District

Holly Area Schools serves approximately 3,100 students in Northwest Oakland County. The district has four elementary schools, one middle school, one high school, and a virtual school program. Holly Area Schools also offers a superior variety of early childhood education programs, STEM in all elementary schools and the middle school, LEAD program, award-winning fine arts programs, expanded dual enrollment opportunities, cutting-edge technology in all classrooms, and skilled trades programs that prepare kids for jobs of the future. The district is composed of over 200 certified teachers, with the vast majority boasting a Master's Degree or above.

The Holly Area Schools community approved a \$97,000,000 bond in 2022 that is funding new and enhanced learning environments, districtwide building and site improvements, as well as safety upgrades. Some of the exciting improvements include:

- A new Holly Middle School spanning 155,000 square feet, designed to create a 21st-century learning environment with flexible, innovative, and collaborative spaces that enhance academic achievement while prioritizing the wellness of both students and staff.
- Enhanced learning environments, including a fine arts Auditorium, new Stadium & Track, Tennis Courts, Instructional Technology, and a state-of-the-art Construction Trades center at the high school.
- Replacement of playground structures, fire protection upgrades, and safety upgrades.

THERE'S NEVER BEEN A BETTER TIME TO BE A BRONCHO!

The Position

Head Mechanic and/or designated supervisor assigns the daily work load. The Assistant Mechanic's duties include all areas of vehicle maintenance, diagnosis, and repair on school buses, pick-up trucks, vans, tractors, and other vehicles or mechanical equipment owned by the school district.

Qualifications

- High school diploma, or equivalent education required. Technical School degree in automotive truck and tractor maintenance preferred, with three to five years' experience.
- Must possess or be willing and able to obtain licenses and certifications required to drive a school bus with passengers within a timeframe established by the District.
- Must possess or be willing and able to obtain a current Michigan License through either ASE or the State of Michigan in the following areas: Heavy Duty Brakes, Heavy Duty Suspension and Steering, Heavy Duty Diesel Engines, Heavy Duty Drive Train and Computer Electronic Engine and Transmission Diagnostics within a timeframe established by the District.
- Must possess bus and truck mechanic tools.
- Follows FERPA Laws and student privacy.
- Adheres to District and school rules, policies, procedures, and safety requirements.
- Behaves in a way that demonstrates collegiality, professionalism, and respect for students, staff, families, and the public.
- Maintains regular and reliable attendance, which is an essential function of the position.

Duties and Responsibilities

- Diagnose vehicle problems and perform repairs as needed in accordance with manufacturer's instructions and State and Federal regulations.
- Assist with routine preventative maintenance, inspection, servicing, and repair of District vehicles, school buses, and equipment.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Keeps shop equipment and tools in proper working order.
- Maintains a clean and organized garage and grounds area (i.e., snow removal).
- Inspects and repairs electrical systems.
- Performs engine tune-ups; troubleshoots and repairs engines.
- Inspects, services, and repairs transmissions, cooling lines, and filters.
- Inspects, services, and repairs brake systems, air, and hydraulic systems.
- Inspects, services, and repairs drivetrain, front suspension, windows, and frames.
- Inspects, services, and repairs cooling systems, radiator hoses, pump, and block.
- Repairs carburetors and fuel problems; Inspects, services, and repairs exhaust systems.
- Answers service calls and responds to breakdowns; conducts on-site repairs when possible.
- Repairs hydraulic wheelchair lifts and hydraulic lift gates; installs seat belts and harness on Special Needs buses.
- May be required to work overtime during special situations, inclement weather, etc.
- Performs other duties as assigned by the Supervisor.

Physical Demands

The physical demands described here 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.

- While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, hold; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee is frequently required to talk and hear.
- The employee is occasionally required to balance or climb.
- The employee must regularly lift and/or move 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

This position reports to the Director of Operations, Transportation Supervisor, and District Administration.

Application Process

External applicants can apply via email to Tricia Murphy-Alderman, Director of Human Resources, Patricia.Murphy-Alderman@hask12.org. Applications should include a letter of interest/cover letter, resume, transcripts, and three letters of recommendation.

Internal applicants can submit a letter of interest to Tricia Murphy-Alderman, Director of Human Resources.