



**LYME CENTRAL SCHOOL DISTRICT**  
11868 Academy St., Chaumont, NY 13622

**HUMAN RESOURCE OFFICE**  
email: [swilson@lymecsd.org](mailto:swilson@lymecsd.org)  
PH: 315-649-2417, ext. 238  
FAX: 315-649-2663

**IMMEDIATE OPENING**

**2023-2024**

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### **Head Automotive Mechanic – Bus Garage**

Lyme Central School District is seeking a Head Automotive Mechanic for an immediate opening. This is a FTE position, with a full benefit package and competitive salary. Candidate qualifications and a brief job description is listed below.

#### **QUALIFICATIONS:**

- High school diploma or GED
- Must possess a Commercial Drivers License, Class A OR B, with P&S Endorsement (if not currently certified, P&S endorsement certification costs will be paid by District)
- Three (3) years supervisory experience in transportation
- Exceptional supervisory, leadership, and interpersonal skills
- Ability to work well under pressure
- Must meet all Civil Service Requirements
- Must meet NYSED Fingerprint requirements
- DMV 19A Certified Examiner and SED School Bus Driver Instructor (SBDI) Certifications preferred, but not required

#### **RESPONSIBILITIES INCLUDE:**

- Coordinate and establish routes for all phases of pupil transportation (daily routes, and/or all extracurricular routes) by various drivers of 8 school owned buses, serving approximately 330 students
- Direct the maintenance, repair, and inspection of all transportation vehicles
- Coordinate driver route bidding process for new school year
- Prepare time schedules for buses; supervise loading and stopping places for buses; maintain daily records of mileage and number of pupils carried
- Assign substitute drivers as needed
- Maintain time records for all bus drivers for payroll purposes
- Assist in the preparation of State transportation reports and maps for bus routes
- Maintain records for compliance with SED, DMV, DOT, DEC, and federal regulations
- Conduct and/or oversee training programs for employees focusing on maximizing safety of the department



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- Maintain inventory of parts and equipment within the department
- Oversee and report to the director of maintenance issues regarding bus garage maintenance and repairs (ie: boilers, fuel management system, generator)
- Manage shared fuel depot with Town of Lyme
- Recommend new bus and fleet purchases or lease agreements to the Superintendent for budget review and consideration
- Oversee scheduling of random and pre-employment drug and alcohol testing
- Respond to all transportation accidents: files accident reports – schedules employee post-accident drug and alcohol test and driver retraining

**EFFECTIVE: March 2024**

Qualified candidates should apply on OLAS and/or to the LCS Human Resource Office listed above no later than: **March 15, 2024**

OLAS: <https://www.olasjobs.org/>