

# Announcement of Anticipated Vacancy Springville-Griffith Institute Central School District

TO: All Service Employees

FROM: Maureen Lee  
School Business Administrator

DATE: September 12, 2020

SUBJECT: **Position Opening – Springville Educational Employees Association**

Under our existing contract Article V1 - Par. 6.1, Management is required to post vacancies in this unit for a period of five (5) working days. **During that five-day period, any employee who desires to be considered for the announced job shall apply therefore in writing to Joy Johnson.** Consideration will be given to all qualified applicants.

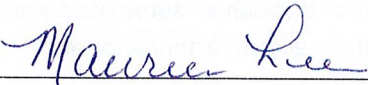
<u>DATE OF OPENING</u>	<u>POSITION</u>	<u>REPLACING</u>
ASAP	Shop Lead Person – Bus Garage 12 months per year 8 hours per day Salary as per SEEA contract	

**SPECIAL NOTES:** Must be qualified to drive a school bus and transport students according to NYSED, Article 19-A of the NYS V&T Law, and Part 6 of the Regulations of the Commissioner of Motor Vehicles.

**CLOSING DATE:** September 18, 2020 at 3:30 pm

**ALL APPLICANTS MUST APPLY IN WRITING TO:** Mrs. Joy Johnson, Personnel Clerk  
267 Newman St, Springville, NY

**FOR ADDITIONAL INFORMATION PLEASE CALL:** Mrs. Ann Rugg  
Transportation Department: 716-592-3279

  
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Mrs. Maureen Lee, School Business Administrator

**SPRINGVILLE GRIFFITH INSTITUTE CENTRAL SCHOOL DISTRICT**

**JOB DESCRIPTION**

**DESCRIPTON/TITLE:** **Shop Lead Person**

- QUALIFICATIONS:**
1. Evidence of good physical health as determined by school physician, with the ability to perform heavy manual labor.
  2. Evidence of ability to perform tasks as outlined under responsibilities.
  3. At least five years of experience as a journeyman automotive mechanic with at least two years of experience as shop foreman is preferred
  4. Possess a complete set of necessary hand tools with roll-away.
  5. Holds a valid New York State Class B License with Passenger and school bus endorsement.

**CIVIL SERVICE**

**CLASSIFICATION:** EXEMPT

**REPORTS TO:**

1. Immediate supervisor is the Transportation Supervisor

2. Responsible to Transportation Supervisor for tasks as assigned.

- RESPONSIBILITIES:**
1. Oversees the assignment of work orders to mechanics and job assignments to other transportation personnel at the direction of the Transportation Supervisor.
  2. Personally perform bus maintenance and repair work as necessary.
  3. Oversees as "floor supervisor", the maintenance and repair activities of all district owned self-propelled vehicles and equipment. Supervise daily tasks of bus drivers as necessary. Ensures that buses are cleaned, maintained and operated in a safe and efficient manner
  4. Assigns mechanics to repair jobs; oversees their performance and provides assistance and advise where necessary; initiates repair orders and if required; inspects finished work for completeness and quality.
  5. Assists, when necessary, in assigning bus drivers to routes, relay route assignments and other pertinent instructions to subordinate drivers.
  6. Instructs bus drivers on the use/care of equipment in order to ensure driver compliance in such areas as bus cleanliness; proper street crossings; bus stop locations and other related activities and train new employees as necessary.
  7. Maintains either manually or through an automated system simple records, such as mileage, gas consumption, maintenance records, attendance etc.
  8. Prepares simple reports on driver activities as required by supervisor.
  9. As necessary, performs dispatching duties including use of the 2-way radio.

10. May assist in the implementation of the bus drivers' annual review of driving records, annual observations of defensive driving performance, biennial oral and/or written examinations and biennial behind-the-wheel examinations.
11. Maintains stockroom and orders necessary parts.
12. Inspects work in progress and recommends to the Transportation Supervisor the purchase, repair or rebuilding of parts in order to keep down both time and repair costs to a minimum.
13. Recommend changes in procedures designed to improve work performance and conditions.
14. Suggests replacement and/or modifications to shop equipment and tools to the Transportation Supervisor for evaluation.
15. Review repair work completed to evaluate the effectiveness of the preventative maintenance program and advise Transportation Supervisor of findings.
16. Works with the Transportation Supervisor to coordinate maintenance schedules and driver schedules to assign work repairs and maintenance; keeping a constant flow of work in the shop and drivers in their own vehicle as much as possible assigning replacement buses as necessary.
17. Assigns an assistant or personally aids NYS DOT Inspector during scheduled inspection activities.
18. Qualified to drive a school bus, transporting students; under current NYSED and 19A regulations. Transporting students as circumstances require and at the discretion of the Transportation Supervisor.
19. Other duties as assigned by immediate supervisor, designee or administrators.

**TERMS OF  
EMPLOYMENT:**

Full time twelve (12) month employment, eight (8) hours per day with ½ hour off for lunch. The eight (8) hour day will be determined by the Transportation Supervisor.

**SALARY AND  
BENEFITS:**

Per negotiated contract

