



## **District Office**

Nancy Lotze, Superintendent  
P.O. Box 129  
Metaline Falls, Washington 99153  
Phone: (509) 446-2951  
FAX: (509) 446-2929

April 20, 2026

## **J O B   A N N O U N C E M E N T**

### **MECHANIC / BUS DRIVER / DRIVER TRAINER**

The Selkirk School District is looking for a full-time, year-round mechanic who may drive bus and has the ability to gain bus driver training certification. The mechanic inspects, services, repairs, and performs preventative maintenance of buses and other district vehicles and grounds equipment. The mechanic will be responsible for keeping all district vehicles and equipment in a state of operation so that present no problem or disruption to the educational program. The mechanic is responsible for meeting Washington State Patrol Inspection (2 x year) expectations. This position may be responsible for providing annual driver training to all bus drivers and train substitutes as needed.

#### **QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Two years related experience and/or training as a mechanic; or a combination.
3. Experience with diesel mechanics, ASE Certification, preferred.
4. Valid Washington State driver's license (required) with CDL endorsement, preferred.
5. CDL Class B license with air brake endorsement and passenger S endorsement OR willingness to obtain.
6. Experience supervising transportation staff or program in a commercial or institutional setting, preferred.
7. Knowledge of Student Transportation Allocation Reporting System, preferred.
8. Computer operation experience with a PC.
9. Valid First Aid/CPR certification or willingness to obtain
10. Self-motivated and self-starter
11. Ability to establish and maintain cooperative relations with other employees, students, and public.
12. Physical strength, stamina, and ability to do required work.
13. Pass DOT physical
14. Undergo pre-employment and random drug/alcohol testing.
15. Must favorably pass the Washington State Patrol/FBI/Fingerprint background check.
16. Must provide own personal hand tools and tool boxes to be used on the job.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform physical activity both indoors and outdoors to include walking, standing, bending; ability to lift, shove, pull, push, and carry objects weighting up to 70 pounds using proper lifting techniques, hand trucks, and dollies.
2. Ability to work under bus and other vehicle, climb ladders, and operated related equipment.
3. Has sufficient dexterity and flexibility to work in confined spaces as well as with small parts and components in the assembly and disassembly of equipment.
4. Ability to work in a prolonged standing position.
5. Ability to work in non-temperature-controlled workspace and outdoors as needed.
6. Ability to work with power tools and common hand tools for the job.
7. Ability to demonstrate continued compliance with drug/alcohol testing and DOT physical requirements.

#### **WORK HOURS:**

This is a year-round, full-time position (40 hours per week) with the flexibility of 4 10-hour days to include 13 paid holidays, paid vacation allocation, and 12 days of sick leave. During school-year inservice weeks, the work week will be five 8-hour days. Retirement and insurance benefits are commensurate with other school district positions.

**REPORTS TO:**

This person is directly responsible to the superintendent.

**RESPONSIBILITIES, KNOWLEDGE, & SKILLS:**

- Service equipment with fuel, oil, and other needs; check fluid levels, clean equipment and vehicles externally and internally, replace bulbs and filters, etc.
- Perform preventative maintenance on vehicles, equipment, tools, etc.
- Inspect, diagnose and repair a wide range of vehicles, both gasoline and diesel powered.
- Overhaul, repair, adjust and maintain mechanical systems, engines, transmissions, differentials, brakes carburetors, generators, exhaust, suspension, injection, electrical and hydraulic, and emission control systems.
- Maintain records of repair, labor, and parts.
- Maintain inventory records of equipment, supplies, parts, and materials.
- Mount, balance, repair tires, including wheel alignments.
- Repair and/or replace seat covers.
- Recommend purchase of new or replacement shop equipment, machines, tools, and related items.
- Assure hazardous materials are dealt with properly in accordance of law.
- Maintain shop cleanliness.
- Prepare routes and schedules that meet student needs in collaboration with superintendent.
- Approve and coordinate purchases of supplies, materials, and equipment for Transportation Department.
- Maintain good driving record.
- Maintain punctual and regular attendance.
- Drive routes and field trips if regular drivers are not available.
- Supervise and coordinate use of motor pool vehicles.
- Communicate in both oral and written form with district staff, administration, drivers, and parents.
- Attend training as determined by superintendent.
- Answer calls for assistance over two-way radio, as necessary.
- Be available for bus trouble calls and driver scheduling problems any time, including nights and weekends while school is in session.
- Supervise, evaluate, and train bus drivers as the Driver Trainer
- Ability to build and maintain positive relationships with diverse groups and individuals.
- Ability to work independently with limited supervision.
- Act with integrity and honesty.
- Other duties as assigned by the Superintendent.

**SALARY:**

Per PSE salary schedule and depending on experience and qualifications.

Range: \$29 - \$37.50/hour

**CLOSING DATE:**

Until a suitable candidate is found.

**APPLICATION:**

To be considered, please submit the following to the Selkirk School District Office at 219 Park Street, PO Box 129, Metaline Falls, WA 99153, (509) 446-2951. Candidates may be interviewed after a review of completed application.

- Cover Letter
- Completed Selkirk School District Classified application form
- Resume
- 3 References

**EMPLOYMENT INFORMATION:**

Selkirk School District is an affirmative action, equal opportunity employer. Persons with a disability who need assistance in the application process or those needing the announcement in an alternative format may call Angelina Johnson at (509) 446-2951. Candidate offered the position will be required to complete a Washington State Patrol/FBI fingerprint background check and Department of Social and Health Services criminal history and background inquiry check. Employees of the Selkirk School District must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drug-free workplace.

Selkirk School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights/504 Coordinator, Nancy Lotze, 509-446-2951, [nlotze@selkirkschools.org](mailto:nlotze@selkirkschools.org) and Title IX Coordinator, Amanda Burnett, 509-446-3505, [aburnett@selkirkschools.org](mailto:aburnett@selkirkschools.org). PO Box 129, Metaline Falls, WA 99153.

**Title IX**

Amanda Burnett  
Selkirk Jr/Sr High School  
10372 Highway 31  
Ione, WA 99139  
(509) 446-3505

**Section 504 Coordinator/Civil Rights Officer**

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