NOTICE OF VACANCY
CLASSIFIED STAFF

Date Posted:	Date Removed:
11/2/26-11/9/26	11/9/2026

Job ID#/Position:
27-08 Driver/Mechanic

Location:
Bus Garage

Job Description/Qualifications:
See attached

Salary Range:
2026-27 School Year:
Driver/Mechanic Step 1 $19.44 – Step 10 $22.98, 8 hours day /12 months/year, 260 days/year

Start Date:
November 10, 2026

If you are interested in applying for this position, please notify the Administration Office at 111 Academy Drive, Marietta OH in writing on or before:

3:00 pm, November 9, 2026

Marietta City Schools, as an Equal Opportunity Employer, is committed to a policy of Affirmative Action in the employment and advancement of qualified persons without regard to race, color, religion, sex, national origin, age, or handicap.

File: GCADBA

POSITION DESCRIPTION

POSITION TITLE: Driver/Mechanic

CLASSIFICATION: Transportation

LOCATION: Bus Garage

REPORTS TO: Transportation Manager

Basic Functions & Supervision:

The mechanic is under the direct supervision of the Transportation Manager. He/she repairs busses, vehicles and equipment owned and operated by Marietta City Schools.

Responsibilities:

1. Diagnose equipment failures and repair to safe operating state. This includes major and minor repairs.
2. Record repairs completed using the "Request for Vehicle Repairs" form, stating the reason for failure, parts used to repair and time spent making repairs.
3. Reports all tampering or conditions that present safety hazards on busses and other automotive equipment immediately to the Transportation Manager.
4. Follow the preventive maintenance schedule outlined by the Marietta City School system.
5. Prepare all busses for Ohio State Highway Patrol bus inspection.
6. Continually update the skill level through available inside and/or outside training to keep abreast with equipment changes.
7. Maintains high standards of safety and good housekeeping methods in all work connected areas.
8. Should the repair involve major work and/or unusual requests, the decision to repair will be made by the Transportation Manager.
9. Be able to work the shift that is assigned and on call-outs on an as-needed basis.
10. Must obtain an Ohio School Bus Driver's License within reason and drive a school bus on both routes and extra trips which occur during his/her schedule shift upon the request of the Transportation Manager and/or his/her designee.
11. All other duties as assigned.

Minimum Education and Training Required:

1. High School Graduate or equivalent.
2. Vocational school graduate (two years) with an emphasis on diesel or related experience.
3. Complete the Ohio Department of Education School Bus Driver course.
4. Four year's verifiable experience as a bus or medium truck mechanic.
5. Welding, gas and electric.
6. Training on automotive electrical systems.
7. Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

MARIETTA CITY SCHOOL DISTRICT
111 ACADEMY DRIVE
MARIETTA OH 45750

NOTICE OF VACANCY
BID FOR CLASSIFIED EMPLOYEES

Posting #/Position _____

I, _____ hereby place a bid on the above
(print name)
job posting which expires at 3:30 PM on _____ signed this

_____ day of _____, _____ and submitted to

the Administration Office.

_____
(signature)

Phone/email: _____

_____

For Business Use Only:

Bid received at _____ AM or PM on this _____ day of

_____, _____

by _____