



**Licking Valley Local School District  
1379 Licking Valley Road NE  
Newark, OH 43055**

**Job Posting:** 2025-2026 School Year  
**Position:** Transportation Department Mechanic  
**Reports to:** Transportation Supervisor  
**Primary Contact:** Mickie Archer  
**Email:** [archerm@lickingvalley.k12.oh.us](mailto:archerm@lickingvalley.k12.oh.us)  
**Starting Date:** July 1, 2025  
**Application Deadline:** Until Filled

**Minimum Qualifications**

- High school diploma. Post-secondary training or equivalent work experience in commercial vehicle maintenance procedures is required.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Comply with drug-free workplace rules and board policies.
- Ability to interpret and comply with safety regulations and environmental laws.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Effective presentation skills and ability to get along with other staff.
- Holds or is qualified to obtain a Commercial Driver's License (CDL) with a proper endorsement to drive a school bus. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Meets all bus driver minimum qualifications.
- Available to respond to service emergencies.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manages the district's ongoing vehicle maintenance program. Keeps current with local, state, and federal school bus regulations revisions. Keep the Director of Transportation informed about emerging issues.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Supports community partnerships that enhance district programs.
- Learns the operating and maintenance procedures for all district vehicles.
- Maintains an inventory of essential supplies needed to maintain fleet readiness.

- Inspects, services, repairs, and/or rebuilds equipment. Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, etc.).
- Makes road calls when vehicles become disabled.
- Secures and evaluates work performed by outside contractors.
- Keeps the Director of Transportation informed about work progress. Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle. Approves invoices for payment. Ensure that reports are submitted on time.
- Coordinates and participates in Ohio State Highway Patrol annual bus inspections.
- Helps the Director of Transportation develop short/long-range maintenance plans.
- Helps prepare competitive bid specifications (e.g., insurance, bus purchases, shop equipment, supplies, etc.).
- Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility at the end of the workday. Responds to transportation emergencies as needed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Keeps current and shares knowledge about advances in equipment technology.
- Strives to develop rapport and serves as a positive role model for others.

Qualified candidates MUST send a letter of interest and résumé to Mickie Archer, Director of Transportation, Licking Valley Local Schools, via email at [archerm@lickingvalley.k12.oh.us](mailto:archerm@lickingvalley.k12.oh.us) or traditional mail at 1379 Licking Valley Rd. NE, Newark, OH. 43055.