

Automotive Mechanic/Bus Driver

Charlotte Valley Central School is seeking a qualified **Automotive Mechanic – Bus Driver** to perform skilled mechanical repair and maintenance of school buses and other district vehicles, and to operate a school bus as required.

This work is performed under the direct supervision of the Director of Facilities and Transportation.

Responsibilities include (Illustrative only) See Civil Service Job Description :

- Diagnose, repair, and maintain gasoline and diesel school buses and other automotive equipment
- Repair or replace motors, fuel pumps, generators, carburetors, shock absorbers, and related components
- Repair ignition systems, transmissions, brake systems, differentials, and axles
- Tune engines and set timing
- Perform minor welding repairs using acetylene cutting and welding equipment
- Use machine tools such as lathes and drill presses
- Inspect buses and equipment for needed repairs, adjustments, or part replacement
- Adjust steering mechanisms and align wheels
- Operate buses and other vehicles in connection with repair work
- Perform New York State motor vehicle inspections, if assigned
- Repair and maintain grounds maintenance equipment, as needed
- Operate a school bus on a regular route, substitute basis, or for special events
- May prepare and maintain driver time sheets and coordinate substitute coverage
- May be required to obtain NYS DMV 19A Examiner credentials and NYS School Bus Driver Instructor Certification

Minimum Qualifications

Candidates must meet **one** of the following:

- A. Associate's degree in Automotive Technology or Automotive Mechanics; **OR**
- B. Graduation from a high school technical or vocational program in automotive mechanics **and** one (1) year of experience in automotive repair and maintenance; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of experience in automotive repair and maintenance; **OR**
- D. Three (3) years of full-time, verifiable experience in automotive repair and maintenance.

SEE SPECIAL REQUIREMENTS on CIVIL SERVICE DESCRIPTION

Compensation

The successful candidate will be provided a 12-month Civil Service probationary appointment. Starting salary is commensurate with experience, salary range \$53,000-63,000 plus contractual benefits.

Deadline

Application, resume, and 3 letters of reference can be submitted to Mrs. Jennifer Plante, Superintendent Secretary and District Clerk, plante.jennifer@charlottevalley.org Position starting June 29, 2026. Applications accepted through February 13, 2026.