



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2526-38

NOTICE OF VACANCY

Title: Transportation Assistant Mechanic

Start date: As soon as possible

Classification/FLSA: Non-Union, Non-Exempt

Duration: Full-time school year position

260 days, 8 hours/day

Reports to: Transportation Director

Location: Mecosta-Osceola ISD

Position Summary: The successful candidate will be working on vehicles from multiple fleets under the direction of the Mechanic. This is an outstanding opportunity for a qualified individual to provide complete service and maintenance for a large fleet of vehicles. The combined fleet will consist of buses, vans, service vehicles, plus grounds and maintenance equipment.

Professional Requirements

- Minimum of a high school diploma
- Prior experience in mass transit, public school transportation services, or fleet maintenance preferred.
- ASE and State of Michigan certification preferred.
- The preferred candidate will be highly organized with strong communication skills and have the ability to work under the direction of the mechanic as well as independently.
- Must consent to and pass pre-employment and random drug/alcohol testing and DOT physical.
- Must possess a valid CDL with appropriate endorsements, or be able and willing to obtain one within six months.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Performs all necessary repairs and maintenance to the fleet in order to ensure compliance with state and federal requirements.
- Assures adequate maintenance and repair records are kept for all vehicles and equipment.
- Maintains the ability to diagnose, repair, rebuild, and make necessary adjustments on all vehicles and equipment.
- Maintain a high standard of safety and good housekeeping of the garage area.
- Experience in computer software products such as Microsoft Word, Excel, and fleet maintenance software.
- Ability to effectively communicate with other employees both verbally and through e-mail communication.
- Ability to lift up to 60 pounds.
- Work with the mechanic to order all parts, supplies, etc needed for efficient garage operation.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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Compensation: \$22.00 - \$27.00 hourly

Benefits: Full family health package, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick and personal leave; Paid holidays (8); Professional development opportunities.

Posting date: 09/17/2025

Application deadline: 09/21/2025 or until filled.

Please submit cover letter, resumé and references, and transcripts/certifications to:

Dana Boglarsky, Human Resources Specialist

Email: jobs@moisd.org

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