



## **Transportation Mechanic**

### **About TFS**

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

### **Job Summary**

Tallulah Falls School is seeking a Transportation Mechanic. The mechanic will be responsible for performing mechanical repairs and preventative maintenance of the school vehicle fleet, bus fleet and small engine equipment. The position includes but is not limited to inspecting, servicing, troubleshooting, repairing, replacing and overhauling and preventative maintenance on all vehicles. Rate of pay is commensurate with qualifications and experience. The selected candidate will receive a competitive benefits package.

### **Responsibilities:**

The essential functions include, but are not limited to the following:

- Diagnoses minor and frequently occurring mechanical problems.
- Rotates, aligns, and balances wheels.
- Installs shock absorbers.
- Repairs and replaces damaged vehicle body parts.
- Tests electrical systems and makes necessary repairs.
- Checks and repairs doors and lifts.
- Removes, replaces and reassembles transmissions; clutches; fuel, oil, and water pumps; generators and other parts of the engine and suspension system.
- Performs general maintenance as needed.
- Performs other related work as required.

### **Requirements & Qualifications:**

- High School Diploma or GED required.
- Training and experience in repair and maintenance of automotive equipment.
- Knowledge of school bus and vehicle operation and maintenance preferred but not required.
- Possession of current valid GA driver's license required. (Class B with passenger endorsement preferred, but not required).

- Ability to perform manual tasks associated with engine maintenance, tire replacement, and vehicle body repair.
- Ability to follow oral and written instructions.
- Ability to physically perform most repairs.
- Ability to work independently and as part of a team.
- Strong communication skills.

**Standard Physical Requirements:**

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to constantly operate a computer.
- Must be able to understand written and verbal instructions.
- Must be able to communicate and respond to questions from various levels with the organization.
- Must have manual dexterity sufficient to perform specified duties.
- Must be able to lift, carry, move and handle equipment, boxes, etc weighing 75 pounds or more.
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division.

**To Apply**

Interested candidates can bring by an application and/or resume, and a list of three professional references on weekdays between 8:00AM to 4:00PM to the TFS Maintenance Shop located on the Upper School Campus or by emailing it to the Director of Plant Services, Michael Rogers at [michael.rogers@tallulahfalls.org](mailto:michael.rogers@tallulahfalls.org). For more information, please call 706-490-3475 or 762-239-8826.

*Tallulah Falls School is an equal-opportunity employer.*

*All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.*