

Oak Grove School District

JOB TITLE: TRANSPORTATION UTILITY WORKER/SANITATION TRUCK OPERATOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To inspect, lubricate, service, wash and fuel district buses and other vehicles to assist mechanics in the semi-skilled maintenance and repair work. To drive and operate a sanitation truck in the safe collection and disposal of solid waste throughout the district. Employee in the classification receives direct to general supervision from the Transportation **Coordinator** and his/her designate within a framework of standard policies and procedures. This job class is responsible for maintaining safe vehicle operating conditions and assisting mechanics with routine servicing of district buses and other vehicles. This job also exercises independent judgement in the recycling of refuse. Employee is responsible for vehicle cleanliness and upkeep.

TYPICAL DUTIES

- Performs semi-skilled servicing of district buses, trucks and other vehicles including changing oil and filters, lubricating, flushing radiators, etc.
- Inspects and replaces motor belts, hoses, automotive lamps, windshield wipers, spark plugs, etc. as required
- Fuels and refuels buses and other vehicles maintaining appropriate records as required
- Performs minor body and paint work and repairs
- Maintains brake, steering, radiator, transmission and other fluid levels adding fluid as needed
- Fills and charges batteries; inspects, repairs, changes and balances tires
- Tightens and/or adjusts various parts
- Performs routine safety checks and inspections on buses and other vehicles reporting major problems to appropriate personnel
- Sweeps, cleans, washes and waxes interiors and exteriors of buses, automobiles and other district vehicles; steam cleans undercarriages
- Assists with the diagnoses and verification of mechanical problems and refers to mechanics
- Assists mechanics in performing routine maintenance and repair work
- Operates school buses and other district vehicles as needed; shuttling buses and vehicles between yard and other designated areas
- Updates vehicles maintenance records
- Maintains assigned areas including grounds and building interiors in clean, neat and orderly fashion
- Drives and operates sanitation truck
- Maintains interior/exterior vehicle cleanliness
- Empties refuse from dumpsters
- Drives to landfill site and disposes of waste
- Maintains and steam cleans dumpsters on a regular basis
- Performs other related duties as required

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MINIMUM QUALIFICATIONS

- Possession of a valid Class B California Driver's License with School Bus Mechanic endorsement.
- Knowledge of the principles of preventive maintenance and methods of lubricating and servicing buses, trucks and cars
- Knowledge of automotive parts and terminology used in mechanical repair and maintenance work
- Knowledge of the use of machine and hand tools used in automotive servicing and minor repair work
- Knowledge of appropriate safety rules and regulations related to shop operations to include OSHA standards
- Skill to understand and follow both oral and written instructions
- Skill to communicate effectively in both oral and written form
- Skill to operate a bus safely and efficiently
- Skill to effectively inspect and detect major mechanical/vehicle problems requiring mechanical repair
- Skill to maintain accurate records and logs
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Ability to meet the physical requirements of the job
- Possession of a safe driving record
- Skill to perform assignments in all areas of solid waste collection and disposal