

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Transportation Master Technician
Date Prepared or Last Modified: November 10, 2022
Work Year: 12 months
Department: Transportation
Reports To: Fleet Manager and Transportation Director

SUMMARY Performs diagnostics, repairs and maintenance of all district vehicles and equipment (136+ buses and 112+White Fleet and small equipment), work orders, CDE (Colorado Department of Education) annual inspections, state emissions, preventive maintenance inspections and inventory. Monitor hazardous material, provide input for CDE audit information, and enter and retrieve information accessing the transportation Fleet vision computer program. Work with community entities such as fire, police department, public service etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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| D | 60% | Diagnose and repair, perform computer diagnostics on buses and micro birds, white fleet and small equipment; including Cummins, Caterpillar, International, Alldata, Ford IDS, Chevrolet, Toyota, and Nissan. Also includes Allison transmission, Webasto, and Top Hat pre-heaters, 24/7, Rosco and Zeus camera systems and Zonar. Perform electrical diagnostics on buses, micro birds, white fleet, snow plows, tractors, utility vehicles, mowers and other small equipment. Responsible for all roadside repairs via service call throughout the district for all vehicles and equipment noted above. Complete all repairs submitted via the work order system and responsible for completing all paperwork required upon completion of all repairs. |
| D/A | 20% | Perform CDE Annual Inspections on buses, micro birds and trailers and perform state emissions on school buses. |
| W | 10% | Perform PMO (Preventative Maintenance Operations) as well as A service (additional CDE Safety practices) on all district owned vehicles, to include trailers. Fuel propane buses when needed and assist drivers when necessary. |
| M/A | 3% | Attend classes and training offered by the department to keep current and updated on diagnostics, repairs, and inspections to ensure the department stays current and operates within state and federal regulations. |
| A | 1% | Maintain ASE Master Certificates, or have Bluebird Academy Certification for school bus. Must retain CDE Inspectors Certification and be able to keep it current every 3 years thereafter. Must be able to stay current with Air Brake Certifications yearly based on CDE requirements. Must obtain and maintain Air Conditioning Certification. Must maintain CDL license which includes keeping DOT Physical current to ensure compliance with all state and federal regulations.. |
| W/A/M | 1% | Attend all meetings and training sessions including all in-services and first aid, CPR classes that are required by the District and state. Check TMS weekly; turn in edit for missed punches/leave slips, notify TMS Manager/Director of shortage or overage on weekly hours in order to meet required hours for the week and ensure unapproved overtime is not accrued. |
| D/W | 4% | Support Fleet Manager/Transportation Director with information regarding CDE Review of buses and other district owned vehicles to ensure they are in safe operating condition. |
| Ongoing | 1% | Perform other duties as assigned to include driving students, on-call (pager) and following all requirements of payroll records. |

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent; Associates Degree and six years' experience in medium/heavy duty auto mechanic/diesel training and advanced knowledge of computers, airbrakes and electrical and diagnostics.

EXPERIENCE Six years in maintenance repairs; including medium/heavy duty diesel engines. Knowledge in emissions,

advanced knowledge in diagnostic and vehicle repair and maintenance required. Have good safety and knowledge practices in and around shop, tools and others.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic math, writing, interpersonal, and communication skills. Advanced knowledge of vehicle mechanical and electrical systems. Operating knowledge of and experience with buses, vans, maintenance trucks, diagnostic equipment, lawn mowers, and snowplows. Must provide basic tools and tool box.

CERTIFICATES, LICENSES, & REGISTRATIONS: Requirement: ASE School Bus Master Certificate or have Bluebird Academy Certification for school bus. Must obtain commercial driver's license (CDL), Department of Transportation physical (DOT) exam and district physical provided by district, "B" License with P2-S endorsement, brake certification, first aid and CPR certifications within 90 days after hire. Emissions certification and annual inspection certification within one (1) year of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position has no supervisory responsibilities however carries out operational support to Fleet Manager and Transportation Director. Responsibilities include planning, ability to manage multiple priorities, multiple tasks with frequent interruptions and act as a resource to employees throughout the district by providing technical assistance for the operation of all district vehicles.

JUDGMENT AND DECISION MAKING: This position requires application of technical knowledge to appropriately prioritize repairs, maintenance, and inspections of buses, vans, and other vehicles; and to maintain appropriate records. Work is guided by district, department, and federal/state guidelines and/or regulations.

DIVERSITY OF DUTIES: Requires cross training in vehicle mechanics; diagnostic tools; communication; prioritization; organization; district, department, federal, and state guidelines and regulations regarding vehicle repair, maintenance, and safety; guidelines regarding the handling and disposal of hazardous materials; microcomputer skills.

SAFETY TO SELF AND OTHERS: Medium exposure to self and co-workers to bruises due to falls/slips and tools, cuts due to metal edges, chemical burns due to battery acid, heat burns due to hot engines, fractured bones due to falls/slips, hernia due to lifting/pulling/pushing heavy objects, loss of limb due to equipment failure, loss of sight due to chemicals or equipment failure, and disfigurement or fatality due to driving and/or equipment failure. May also expose others to injuries if a person in this position fails to adequately supervise the proper repair and maintenance of district vehicles.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to stand and walk. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 35 pounds, frequently lift and/or move up to 55+ pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is frequently exposed to high, precarious places; outside weather conditions; risk of electrical shock; and explosives. The employee is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, and risk of radiation. The noise level in the work environment is usually loud.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to analyze, communicate, coordinate, compute, synthesize, evaluate, and use interpersonal skills. Occasionally required to copy.