

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Transportation Vehicle Technician's Assistant
Date Prepared or Last Modified: November 10, 2022
Work Year: 12 months
Department: Transportation
Reports To: Fleet Manager/Director

SUMMARY The Technician's Assistant position will assist the transportation Technicians in the daily workload of the Transportation's Fleet shop. This position will enable the department and Technicians to stagger work shifts and provide daily help with the day to day workload. This position supports preventive maintenance for both white and yellow fleet. This position will assist the Technicians with work orders, annual inspections, emissions and will help with picking up parts and supplies when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- D 30% Assist with the preventative maintenance for all buses, vans and district vehicles to ensure safety and vehicle performance
- D 26% Perform duties such as: tune-ups, oil changes, transmission services, replacements of tires/lights/windows, etc.
- D 12% Assist in the required CDE annual inspections for vehicles by performing the prep work for the Technicians such as "tear downs," etc.
- D 10% Assist with transporting vehicles to outside vendors for repair and maintenance
- D 5% Maintains and cleans the tools, equipment and work area
- W/M 2% Assist in maintaining the supplies/parts room assist with the inventory of stock and supplies and ordering and picking up necessary parts and supplies.
- D 3% Assist in responding to emergency road calls
- D 4% Installs cameras and maintain camera systems
- M 1% Assist with the emissions testing for all vehicles
- D 1% Assist the shop with the necessary paper work and record keeping
- D 1% Serve as backup for the drivers, paraprofessionals and dispatch when necessary
- D 4% Perform other duties as assigned by the Technicians or the supervisor
- W/A/M 1% Attend all meetings and training sessions including all in-service 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 of overage on weekly hours in order to meet required hours for the week and ensure unapproved overtime is not accrued. Maintain CDL License which includes keeping DOT physical current to ensure in compliance with all state and federal regulations.

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, , computer software and auto Technician/diesel training.

EXPERIENCE: One or more years' mechanical experience on medium duty trucks, buses or automobiles and/or completion of trade school technical courses (or be in the process of obtaining certificate when hired).

SKILLS, KNOWLEDGE, & EQUIPMENT Basic math, writing, interpersonal, and communication skills. Knowledge of vehicle technical 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: Must obtain commercial driver's license (CDL), Department of Transportation physical exam, and "B" License with P and S endorsement upon completion of district training. First Aid and CPR certifications required within 90 days after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY This position has no supervisory role, however; carries out operational support to the Fleet Manager and Director. Responsibilities include planning, ability to manage multiple priorities and multi-tasking with frequent interruptions.

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. Decision making requires collaboration with Technicians and Supervisor.

DIVERSITY OF DUTIES Duties require cross training in Technicians in the following areas; 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.

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 perform 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 25 pounds, frequently lift and/or move up to 50 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, ability to drive dusk to dawn and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is regularly exposed to moving technical 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, instruct, compute, synthesize, evaluate, and use interpersonal skills. Frequently required to compare, compile and negotiate.