JOB DESCRIPTION
Tahoe Truckee Unified School District

VEHICLE SERVICE WORKER

Purpose Statement:

The job of Vehicle Service Worker is done for the purpose/s of provide a variety of semi-skilled duties in the repair, adjustment, and servicing of district vehicles; and performing the duties of Bus Driver.

Essential Functions

- Cleans interior and exterior of school buses, shop areas, etc. for the purpose of maintaining safe and sanitary conditions.
- Diagnoses malfunctions of school buses and/or related equipment for the purpose of determining needed repairs and/or referring to appropriate personnel for resolution.
- Inspects district buses and vehicles for the purpose of adhering to a preventive maintenance schedule and ensuring compliance with safety inspection standards/requirements.
- Maintains files and/or records (e.g. maintenance logs, inspection logs, service records, DMV inspection reports, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Maintains school buses and district vehicles (e.g. brake adjustments, tire pressure, oil, lubrication, fuel/oil/air filters, fluid levels, belts, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Performs functions of Bus Driver for the purpose of meeting staffing and route requirements.
- Performs routine maintenance and repairs on district vehicles, buses and related equipment (e.g. tire chains, upholstery, minor mechanical repairs, minor body work, first aid kits, video equipment, fire extinguishers, 2 way and am/fm radios, etc.) for the purpose of ensuring availability of equipment and/or fleet in safe operating condition.
- Prepares written documentation (e.g. maintenance logs, 45 day Inspection log, purchase orders, service records, etc.) for the purpose of documenting activities, meeting compliance requirements and providing audit references.
- Responds to road calls regarding disabled vehicles for the purpose of retrieving vehicles, installing chains and/or having the vehicles towed.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of equipment and/or supplies as needed.

Other Functions

- Assists in snow removal for the purpose of maintaining a safe environment.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends safety meetings and in-service meetings for the purpose of receiving information on new and/or improved procedures.
- Maintains inventory of parts and materials (e.g. receiving, stocking, shipping, etc.) for the purpose of ensuring the availability of supplies as needed.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in cleaning and servicing vehicles; video surveillance and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; pertinent codes, policies, regulations and/or laws; and vehicle maintenance methods and service requirements

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 25% walking, and 65% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid Class A or B Driver's License with Passenger Endorsement
School Bus Operator's Certificate
First Aid/CPR Certificate

Continuing Educ. / Training

None Specified

Clearances

TB Clearance
Criminal Justice/Fingerprint Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt		Classified 22