Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Bus Maintenance**

Qualifications:

Credentials: Class "B": C.D.L. with passenger and school bus endorsements; SDE school bus driver certification.

Education: High school, GED or equivalent and some vocational experience in or after high school in auto service work.

Training or Experience Required: Six to 12 months minimum experience servicing vehicles, repairing flats, etc.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic manuals, charts, diagrams, maps or instruction material.

Tools and Equipment Usage: Uses tools or equipment with expertise sufficient to perform duties. The most complex tools or equipment necessary to perform satisfactory include: machines to change tires.

Site: **District Garage**

Reports To: **Director of Transportation**

Job Goal (Purpose of Position): Performs semi-skilled level duties under general supervision to service the school bus fleet and other fleet vehicles. An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact with members of own staff or district. Interpersonal interaction or communication is required with district employees.

Other Performance Measures: Successful performance of the job requires good customer service skills to work with drivers of buses and vehicles and to ascertain problems. It

requires following safety guidelines and policies in order that accidents and injuries are reduced to self, to drivers and to the riders and public. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative and effective problem solving are necessary to diagnose problems and to anticipate potential concerns.

Essential Job Functions:

1. Performs minor maintenance on school vehicles, including, but not limited to, oil and filter changes, washing and cleaning.

2. Provides daily servicing of school vehicles.

3. Maintains a safe and clean working environment.

4. Is available as needed for vehicle failures.

5. Maintains and repairs all heaters.

6. Maintains and repairs all tires.

7. Performs other duties as assigned by Director of Transportation.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:
In a work day, the employee must stand/walk 6-7 hours.
Employee's job requires frequent bending/stooping; squatting/crouching; crawling/kneeling; occasional climbing; occasional reaching above shoulders; occasional to frequent pushing/pulling.

Employee's job requires frequent carrying/lifting of up to 50 pounds and occasional carrying/lifting of up to 75 pounds in order to change tires, transport parts, transmissions, gear boxes, heads, manifolds, brake drums, disk brake rotors, axles, flywheels, tires, batteries, etc.

Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/vision sufficient to work in, around, and under vehicles safely and efficiently and to read and complete necessary reports; possess hearing/speaking ability to communicate with workers, hear engine noises to diagnose problems and to avoid danger.

Employee's job requires working on unprotected heights; Use of/close to power tools, equipment and machinery; working in the outdoors with temperature changes; driving vehicles; exposure to toxic gas, dust, exhaust fumes, gases.

TERMS OF EMPLOYMENT:	261 days per year
SALARY:	Category D
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

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