

TRANSPORTATION MAINTENANCE WORKER

Purpose Statement

The job of Transportation Maintenance Worker was established for the purpose/s of providing mechanic services with specific responsibility for performing preventive maintenance and maintaining district vehicles in safe operating condition; and completing assignments in a safe, proper and timely manner. .

This job reports to Transportation Supervisor

Essential Functions

- Assists mechanics as needed for the purpose of completing difficult tasks and responding to coworker requests.
- Attends department in-service and safety meetings for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for the purpose of maintaining appearance, sanitation and safety of vehicle.
- Drives buses to and from vendor locations and/or outlying schools, and drives routes as needed for the purpose of providing vehicles and/or transportation as required for students, staff, etc.
- Inspects and prepares vehicles (e.g. cleans, fuels, monitors fluids, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains transportation department garages (e.g. keeping work areas clean and free of debris and obstacles, cleaning wash bays and shop sumps, minor building maintenance, etc.) for the purpose of providing a safe and efficient work environment.
- Performs routine vehicle maintenance (e.g. washing, refueling, cleaning interiors, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Repairs all damaged bus seats for the purpose of maintaining seats and extending seat usability.
- Reports any vehicle malfunctions and/or damage to head mechanic for the purpose of ensuring vehicles are maintained in a safe operating condition.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with constant and sustained interruptions; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to 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, 20% walking, and 70% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Random Alcohol and Drug Test; Pre-employment Drug Screening

Continuing Educ. / Training

None Specified

Certificates & Licenses

Class B CDL w/ passenger, school bus, and air brakes endorsements; CPR/First Aid Certificate; DOT physical with medical examiner's certificate

Clearances

Criminal Justice Fingerprint/Background Clearance; DOT driving record clearance report.

FLSA Status

Non Exempt

Approval Date

Salary Grade