

MARION COUNTY JOB DESCRIPTION

Position Title: Vehicle Maintenance Attendant	Class Code: 7917
Department: Garage	
Reports To: Director of Vehicle Maintenance	
Approved By: Marion County Board of Education	Date: November 2010

SUMMARY: Perform duties to assure school buses are fueled, cleaned and perform minor servicing such as checking and maintaining tire pressure, oil and water levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Perform general maintenance to include, fueling, cleaning and checking fluid levels for proper operation requirements to school buses.

Wash District vehicles and clean interior; operate bus wash and steam cleaning equipment as assigned.

Maintain fuel and mileage records of District vehicles; maintain daily task checklists.

Maintain assigned area in a clean and safe manner; perform general maintenance of grounds including trash clean up, clear, shovel, blow and sand walkways, steps and parking areas as assigned.

Check vehicle tires and maintain proper pressure.

Check and maintain oil level and radiator and automatic transmission fluid levels; maintain related records.

Assure proper procedures are followed when receiving fuel.

Transport van and other vehicles to outside agencies for repair.

Assure safety procedures are followed; provide information of any unsafe conditions to supervisor.

Notify appropriate District personnel of need for more extensive repair or maintenance.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: 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/or EXPERIENCES: High school diploma or general education degree (GED).

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to write routine reports and correspondence. Ability

to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Must have a license for CDL, and driver's license.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical bus and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gases fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.