

Meeker School District Re-1

Job Description

Title: Transportation Service Technician
Department(s): Transportation
Reports to: Transportation Director
Work Year: Year round



Job Summary:

The Service Technician is responsible for maintaining the transportation and maintenance department equipment in an acceptable operating condition so that the equipment will present no problems or interruptions to the educational program.

Summary of essential job function:

1. Must give prompt and priority attention to bus write-ups from drivers.
2. Help establish and maintain an efficient and effective preventative maintenance system for vehicles. Coordinates needs with drivers.
3. Hold and maintain all required licenses and have all training as required by CDOT.
4. Authorized to order routine parts, and responsible for completing and submitting parts bills to the Transportation direct by the 10th of each month.
5. Maintain high standards of safety and good housekeeping methods in all work related areas.
6. Must follow policies, procedures and rules governing all areas of transportation and personnel department.
7. Participate in the school district annual performance evaluation process.

Qualifications and Experience:

- High School Diploma required. Must be at least 21 years old.
- Must be able to obtain Colorado Department of Education Annual Inspector Qualifications Certificate
- Make and pass all required Transportation Department and CDE tests.
- Must be knowledgeable in all phases of the mechanical field.
- Must have current Class B, P2S Endorsement Bus Driver License and have a satisfactory driving record as determined by the Board of Education policies and be acceptable to insurance carrier.
- Three years mechanical experience and ASE certified preferred.
- Must be willing to participate in the Drug and Alcohol testing program.
- Knowledge of Federal and State rules on bus driver safety procedures as well as vehicle maintenance.
- Knowledge of State requirements for operating a school district transportation department.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle background check
- Random drug and alcohol testing program

Physical Demands:

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.

Work Environment:

- The noise level in the work environment is usually moderate.
- The work environment may include high stress tasks.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.