



Job Title: General Vehicle Maintenance

Exemption Status/Test: Non-Exempt

Reports to: Assistant Director Fleet Maintenance

Date Revised: March 2021

Dept. /School: Transportation

Primary Purpose:

Ensure the safe and efficient transportation of students and employees through proper maintenance of all vehicle service areas, providing needed supplies to maintenance staff and ensuring special needs buses are fitted with equipment needed.

Qualifications:

**Education/Certification:
Required**

High school diploma or GED

Clear and valid driver's license with CDL certification and P and S endorsements, or ability to obtain within six months

Forklift license

Special Knowledge/Skills:

Knowledge of general vehicle maintenance processes and supplies

Manual dexterity with the ability to execute controlled movements with hand-eye coordination

Ability to follow instructions

Attend to detail

Organized work habits

Ability to use basic vehicle maintenance tools and equipment

Major Responsibilities and Duties:

1. Maintain wash bay equipment in proper working order; keep wash bay area clean/orderly and wash district vehicles as required.
2. Maintain proper working order of fuel islands.
3. Empty waste containers in shop area and parking areas as required.
4. Maintain grounds around building facility.
5. Pick up vendor vehicle parts in a timely manner; verify parts.
6. Pick up parts and expendable supplies requisitioned from warehouse and attend to proper verification on a daily basis.
7. Assist in projects as needed.
8. Work with/assist Vehicle Maintenance Inventory to stock, inventory, and maintain parts in parts room.
9. Drive forklift to unload items.
10. Help start buses in cold weather.
11. Drive vehicles to be serviced and picked up when done.
12. Install equipment as needed in special needs buses.
13. Maintain inventory of special needs equipment on computer.
14. Collect scrap metal and take to recycle to sell.
15. Set up meeting room as instructed.

16. Follow district policies pertaining to the individual assignment.
17. Periodically drive a bus route as required.
18. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent driving, walking, climbing, grasping, squeezing, wrist flexion/extension, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasion prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.