

Job Description

Job Title: **Transportation Service Attendant**
 Job Family: **Transportation**
 Pay Program: **Classified**
 Prepared/Revised Date: **July 27, 2011**

Job Code: **100413**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 20**
 Typical Work Year: **12 months**

SUMMARY: Performs fleet assessments to include fueling service, preventive maintenance and minor repairs to Adams 12 Five Star Vehicles; to include, but not limited to, camera and GPS systems and seat repair.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Performs daily fueling, exterior cleaning of vehicles and servicing to include jump-starts, cold starts of district vehicles. Communicates and coordinates fueling record keeping and maintenance schedule and concerns with shop supervisor.	D	40%
2. Diagnose and repair all types of vehicles and equipment. Perform under hood services to include fluid checks and refills.	D	30%
3. Assess and diagnose electrical and mechanical faults to include, but not limited to, repairing seat covers and patching on school buses, two way radios, camera systems and GPS systems.	D	5%
4. Assists Mechanics with required annual Colorado Department of Education (CDE) inspections, preventive maintenance on district vehicles (e.g., white fleet, buses), Assists Mechanics with repairs (e.g., tire replacement) and service calls.	D	5%
5. Monitors need for urgent repairs while performing under hood checks and fueling procedures, notifies Shop Supervisors of needed repairs.	D	2%
6. Monitors and maintains fuel levels, fluid area inventory and notifies shop supervisor of need for replenishment. Accepts all fuel, oil, ATF, additives and other product deliveries, monitor delivery to include staying with truck to oversee offload of product.	D	6%
7. Enters work orders and record maintenance activities into appropriate system or database.	D	2%
8. Consistently check the required vehicle forms and documentation in each vehicle (e.g., CDE certification, insurance, registration, accident packet) ensuring that forms are up-to-date, complete and properly placed in vehicle.	M	2%
9. Creates safe work environment by monitoring shop areas, fuel island shed, examining tools and equipment. Consistently cleans all areas listed, cleaning tables, scrubbing floors, cleaning drains and throwing away or recycling materials (e.g., scrap metal). Maintains safety and effective operation of personal and shop tools (e.g., floor jacks, lifts, air tools) in accordance with guidelines (e.g., safety, instruction manual).	Ongoing	5%
10. Assist with parts counter as needed, checking out parts according to procedures, pick up parts at local vendors and assists with annual parts inventory (e.g., counting parts, moving stock).	D	2%
11. Perform other job-related duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum of 21 years of age.
- High School Diploma or equivalent.
- Experience operating service trucks.
- Experience in a transportation organization, preferably school bus operations and fleet maintenance.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must be able to obtain a CDL permit.
- Must be able to obtain a copy of current Motor Vehicle Record (MVR).
- Will be required to have a current CDL permit and present a copy of current Motor Vehicle Record (MVR) if invited for an interview.
- Colorado Commercial Driver's License (CDL B P2 S) required within one month after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Mechanical aptitude.
- Basic math and computer skills.
- Written & verbal communication skills.
- Problem solving skills.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to participate in and supports a team work environment by interacting with other technicians and supervisors, and assisting in the development of new practices and technology (e.g., computer system requirements).
- Knowledge of troubleshooting and technical skills for diagnosis and repair
- Knowledge of safety issues and regulations when operating and repairing vehicles.
- Knowledge of Colorado Department of Education (CDE), Department of Transportation (DOT). Knowledge of maintenance skills (e.g., replacing fluids, changing tires).

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Knowledge of tire mounting equipment, engine dig., computer, scanners, lab scopes, grinders, welders, torches, and lifting equipment.
- Operating knowledge of and experience with personal computers for writing work orders and record maintenance activities (e.g., FASTER).
- Knowledge of fuel and petroleum dispensing equipment.
- Knowledge and experience with school buses, white fleet (trucks, vans).

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Fleet Manager , Shop Supervisor	To be determined

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk		X		
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyze		X		
Communicate		X		
Copy		X		
Coordinate		X		
Instruct	X			
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X