

JOB TITLE: Preventative Maintenance
Inspection Technician

WAGE/HOUR STATUS: Non-Exempt

Auxiliary

REPORTS TO: Transportation Shop
Manager

COMPENSATION PLAN: Pay Grade 5

DEPT. / SCHOOL: Transportation

DATE REVISED: September 2012

PRIMARY PURPOSE:

Operates a school bus that transports students and other authorized personnel to and from school or designated locations. Perform oil and filter changes, and chassis lubrication of Transportation Department and other select district vehicles while at all times prioritizing safety, efficiency, and favorable appearance.

QUALIFICATIONS:

Minimum Education/Experience:

High School Diploma or GED

Valid Class B Commercial Driver's License (Texas) with school bus and passenger endorsement

TEA School Bus Certification Required

Texas Inspection Certification, preferred

Special Knowledge/Skills:

Must be 21 years of age or older

Ability to follow verbal and written instructions

Acceptable driving record according to Texas Education Agency standards

Personal Computer skills required

Must be familiar with hand and power tools

Experience:

Experience as a certified school bus driver

Experience in planning operations preferred

Experience in Microsoft Office Software preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Operate a school bus that transports students and other authorized personnel to and from school or designated locations
2. Provide safe, quality, courteous, and customer focused pupil transportation for the district.
3. Observe all traffic laws and safety regulations for school buses.
4. Provides replacement school buses during field trip breakdowns, both local and out-of-district locations.
5. Maintain safety precautions when students are boarding and departing the bus.
6. Maintain a consistent level of discipline on school buses and report student discipline problems to the Director.

7. Follow assigned route and adhere to established schedules.
8. Perform "A" (lube oil filter), "B" (brake inspection), "C" (chassis), "D" (transmission service) level preventative maintenance on district vehicles.
9. Make assigned vehicle repairs with appropriate instruction and guidance.
10. Complete the required written documentation (repair orders, vehicle condition reports, etc.).
11. Participates in assigned shop and facility clean up and preservation activities (responsible for seat repair, etc.)
12. Check daily fuel amounts and record information daily.
13. Maintain own toolbox.
14. Responsible for checking and maintaining fluids on all district vehicles.
15. Will fix flats and change tires as needed.
16. Follow proper procedures for reporting all accidents, vehicle damage, and student injuries, and complete required reports.
17. Be punctual and dependable in attendance.
18. Serve as a role model for students.
19. Comply with all state, district, and departmental regulations.
20. Comply with district policies and procedures.
21. Perform other duties and responsibilities as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Operates a school bus, van, or car. Also operates fuel pumps, bus wash equipment, two-way radio, and computer, office supplies and equipment. Antifreeze recycler, fueling system, air compressors, refrigerant recycler, parts washing vat, tire changer, grinder, video cameras, scan tools, steam cleaner, welding machine, torch, power tools, jacks, lift equipment, electronic analysis, equipment, electrical test equipment, personal computer and associated software.

WORKING CONDITIONS:**Mental Demands:**

Maintain emotional control under stress; ability to communicate effectively (verbal and written); ability to maintain effective control over students.

Physical Demands/Environmental Factors:

Preventative Maintenance Inspection Technician

Continual sitting, reaching and repetitive hand and arm motions. Moderate lifting (over 40 lbs.), bending, stooping, climbing, and turning of the head and shoulders. Ability to operate a motor vehicle/school bus. Ability to work nights and weekends are required. Work outside and inside; moderate exposure to extreme temperatures and vehicle fumes. Subject to Texas State bus driving certification requirements and random drug and alcohol testing. Modern shop conditions. Subject to frequent interruptions; Operation of power and hand tools; exposure to extreme temperatures, dust, fume, and odors. Exposure to mechanical, electrical and chemical hazards. Work around moving objects and vehicles. Work on ladders up to 10 feet high.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____