

Joliet Township High School District 204

Position Title: Transportation Assistant

Qualifications:

1. High School Diploma or GED equivalency
2. Class "B" Commercial Driver's License with passenger endorsement; Illinois School Bus Driver's Permit must be obtained prior to completion of probation.
3. Capable of receiving bonding from School District Insurance provider.
4. Ability to drive all vehicles owned by the school district.
5. Ability to clean vehicles, maintenance shop, grounds, facility or other areas.
6. Capable of lifting and moving large and heavy boxes.
7. Ability to communicate effectively including; voice mail, e-mail, Microsoft Excel and Word, and computerized fleet maintenance program.
8. Demonstrated ability to maintain a regular work schedule and a reliable record of attendance and safe driving.
9. Must demonstrate strong technology skill
10. Subject to District 204 alcohol and controlled substance policies.

Reports To: Director of Support Services

Job Goal Assist with a variety of duties in the transportation department and School District

Performance Responsibilities:

1. Clean interior and exterior and fuel district vehicles.
2. Provide security to the transportation vehicles and facility.
3. Deliver school district materials to various locations.
4. Pickup and deliver supplies from vendors or other schools.
5. Assist mechanics as needed.
6. Assist with maintaining inspection schedules and completing state inspections.
7. Answer radio, telephone or cellular phones.
8. Drive bus routes or transport students as needed.
9. Assist with snow and ice removal from vehicles and facility and spread salt.
10. Assist with cellular phone services.
11. Pickup and deliver district vehicles from repair shops or other locations.
12. Assist with cleaning transportation facility.
13. Monitor facility usage. Setup and break down meeting rooms for events.
14. Maintain shop floor and all parking area with the Tennant floor sweeper
15. Empty garbage cans and fill cleaning supply dispensers throughout the facility.
16. Must be available for extra hours of work when needed
17. Other duties as assigned by supervisor

Terms of Employment: Twelve Months; 9:30pm-6:00am, Sunday thru Thursday

Evaluation: Performance will be evaluated by Director of Support Services

bss July 2022