



Helper, Maintenance (Fleet)

Reports to:	Lead Bus Attendant	FLSA Status:	Non - Exempt
Department:	Fleet Services	Structure/Grade:	Unified 108
Division:	Operations	Workdays:	246
Retirement:	Public School Employee Retirement System		

Position Summary

Performs required maintenance on school buses under a lead bus maintenance helper's supervision.

Essential Job Duties

- Assists with maintaining the tire maintenance program.
- Makes road calls to repair or replace damaged tires on school buses.
- Maintains repairs and mounts tires, seats, and windows.
- Assists with monitoring, tracking, and recording school bus tire wear data in an Excel spreadsheet.
- Services and repairs fuel dispensers
- Repairs glass and window latches on school buses
- Assists with minor mechanical and electrical.
- Performs other duties as assigned.

Qualifications

- High school diploma or GED equivalent required.
- Minimum one (1) year of school bus operation, maintenance, or closely related experience required.
- Must obtain a valid Georgia Class B Commercial Driver's License (CDL) with Passenger & School Bus Endorsements within one (1) year from hire date.

Knowledge, Skills, and Abilities

- Knowledge of the general operational functions of a bus
- Knowledge of seat and window repair; tire tread and performance; and seat and window fabrication
- Knowledge of using Microsoft Office Word and Excel
- Effective oral, written, and interpersonal communication skills
- Skilled in performing manual labor in a wide variety of working conditions; and use of tire repair and balancing machines.
- Ability to lift and handle tires; stretch and staple fabrics; cut glass; and pump fuel.



Physical Demands and Work Environment

- Constantly operates tools and equipment that can pose a hazard.
- Constantly uses fine motor skills to complete tasks.
- Constantly observes details at close range.
- Frequently required to move about facilities to complete required tasks.
- Frequently required to exchange accurate information.
- Frequently moves boxes, products, and equipment weighing up to 50 pounds.
- Occasionally operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 12/18/2025