Durham Public Schools — Transportation Services
Technician I

Job Description

JOB TITLE: Technician I

REPORTS TO: Transportation – Maintenance Supervisor

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY:
A school bus technician I performs routine maintenance on school buses to ensure safe and reliable transportation to students.

RESPONSIBILITIES & DUTIES:

1. Ability to follow oral or written instructions.
2. Experience in school bus maintenance operations preferred.
3. Must have strong diagnostic, technical, and communications skills.
4. Perform daily inspections on school and activity buses.
5. Assist with emergency roadside calls and repairs.
6. Auto refinishing (body damage repair, painting (overall paint jobs), sheet metal/ fiberglass replacement, accident repair).
7. Ability to write accident estimates and quotes for accident repairs.
8. Must obtain NC School Bus Inspector certification credentials.
9. Perform preventative maintenance orders on yellow, activity, and transportation vehicles.
10. Drive diesel fuel truck when needed/ Record mileages and fuel dispensed.
11. Ability to drive a heavy-duty truck as needed.
12. Follow all safety standards and requirements.
13. Complete all required documentation and paperwork effectively and on time.
14. Maintain an effective relationship with drivers, administrators, and transportation staff.
12. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to follow oral duties as assigned and write some correspondence.
2. Ability to use a computer.
3. Ability to deal with problems involving a few concrete variables in standardized situations.

4. Must have a CDL license with Tanker and Combination Vehicles related endorsements. Proper licensure and ability to operate equipment used in school bus operations upon request. (Within 6 months after starting date)
5. The employee must be available to work flexible hours upon request.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, and talk or hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

_____ _____

Signature Date