



GLOUCESTER COUNTY PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

POSITION DESCRIPTION

POSITION TITLE: Fleet Technician
FLSA: Non-Exempt/246 days/12 months

GENERAL STATEMENT: The Fleet Technician is responsible for performing skilled and specialized automotive mechanic work in the repair and maintenance on the school division buses, support vehicles, trucks, and other motorized equipment. This position mounts/demounts tires, ensures conformance to industry standards, examines and repairs tires, performs preventative maintenance, and responds to emergency road calls.

- QUALIFICATIONS:**
1. High School Diploma or equivalent, required
 2. Knowledge of the methods, tools and equipment used in the repair of buses, automotive passenger cars, trucks, construction, and maintenance equipment
 3. Understanding of and skill in the use and operation of shop tools and machinery, and of shop practices
 4. Skill to detect by inspection any worn or broken automotive parts
 5. Capable of adapting available tools and repair parts to specific repair problems
 6. Capacity to interpret and work from sketches, diagrams and installation and repair charts
 7. Ability to follow oral and written instructions accurately
 8. Capable of establishing and maintaining effective working relationships with associates
 9. Ability to follow directions closely and complete duties with minimal errors
 10. Ability to operate a personal computer and other computerized equipment
 11. Virginia Commercial Drivers License, Class B with P, S endorsements, obtained within 45 days of initial employment
 12. Experience in school bus repair and maintenance, preferred
 13. Advanced technical training or college program in both gas and diesel powered vehicles, preferred
 14. Virginia State Inspector License, obtained within 45 days of initial employment
 15. ASE Certification, preferred
 16. Five (5) years heavy equipment maintenance experience
 17. Ability to work in extreme heat in summer and extreme cold in winter.
 18. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
 - Documentation of eligibility for employment in the U.S.
 - Virginia State Police/FBI criminal history background check
 - Virginia Department of Social Services background check
 - Tuberculosis test/screening completed within the last 12 months

ESSENTIAL DUTIES:

1. Performs major and minor repairs to all parts of a vehicle, to include school buses, cars and trucks.
2. Practices all shop safety procedures.
3. Performs scheduled and preventative maintenance on all vehicles.
4. Performs Virginia State inspections.
5. Responds to all vehicular breakdowns.
6. Maintains vehicle maintenance log.

POSITION DESCRIPTION CONTINUED ON NEXT PAGE...

ESSENTIAL DUTIES CONTINUED:

7. Serves as a backup fueler.
8. Attends all safety training and in service training.
9. Maintains a neat and orderly shop area.
10. Completes all work orders.
11. Handles quality assurance rejections.
12. Makes all major and minor repairs to vehicles including tune-ups, cooling systems, electrical systems, engine, chassis, and all safety related items.
13. Drives school buses when needed.
14. Serves in the capacity of quality assurance evaluator while checking proper maintenance practices behind other mechanics.
15. Acts in a courteous and respectful manner, using good judgment and appropriate communication skills at all times.
16. Maintains a high level of ethical behavior and confidentiality regarding students, parents, and other staff members.
17. Models non-discriminatory behavior in all activities.
18. Performs related work as required.

PHYSICAL REQUIREMENTS: Some exposure to potentially dangerous chemicals, gasses, occasional odors, constant noise, constant fumes, and other materials necessary to an operation of this type. Significant amount of climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and other repetitive motions.

Gloucester County Public Schools reserves the right to delete, add, or revise provisions of this position description. This includes the position title, minimum and preferred qualifications, working conditions, and essential duties. Gloucester County Public Schools does not discriminate on the basis of race, color, national origin, veteran status, sex, gender, creed, marital status, age, or disability in its educational programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504 and ADA regulations.