SERVICE STATION ATTENDANT

QUALIFICATIONS

High school or GED equivalent
Combination of education and experience, with the knowledge to do complete service on vehicles
Ability to operate standard equipment used in daily service station operations
Valid Mississippi driver's license

REPORTS TO

Supervisor of transportation, vehicle maintenance supervisor

SUPERVISES

N/A

JOB GOAL

Provides the service necessary to secure the safety and welfare of students in the district.

ESSENTIAL FUNCTIONS

Checks buses for fuel level each day; fills and services each bus as needed.
Checks buses regularly for oil level, antifreeze, transmission fluid, and batteries.
Keeps record of the amount of gas, oil, transmission fluid, antifreeze, and other service to vehicles daily.
Records and turns over service information to supervisor at the end of each day.
Checks all gas pumps regularly and records the amount of gas in each pump.
Measures gas in ground tanks and gives the results to the supervisor.
Advises supervisor on the need to reorder oil and other supplies needed to keep buses running.
Greases vehicles, changes oil, changes and repairs tires, and performs other minor maintenance work.
Performs other related duties as requested or assigned.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

SALARY INFORMATION

Classification: Service Station Attendant
Scale: Classified
Grade: A
Days Employed: 258 per school year
Range: $8.25-$14.55
Overtime: Non-exempt
CODES

MS Personnel/Accreditation Data: 751024 (Bus Maintenance Worker)
JPSD Job Position Title: N7715