



Lafayette Parish School System Job Description

Job Title: Transportation Technician
Department: Operations
Reports To: Mechanic Shop Foreman
Approved Date: 06/2025

Salary Scale: Crafts & Trade
Pay Grade: Pay Grade 7
FLSA Status: Non-Exempt
Days: 244-days
2002 Sales Tax Eligible: No

SUMMARY OF POSITION: Diagnosis, maintenance, and repair of a variety of lawnmowers and mechanical equipment belonging to the Lafayette Parish School System. To perform this job successfully, an individual must have considerable knowledge of the operations, repair, and maintenance of vehicles, especially lawnmowers and the use and care of tools and equipment required for vehicle maintenance. An individual must also have experience in a wide variety of major mower repairs and maintenance.

QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE: High School Diploma or state-issued high school equivalency credential (i.e., GED, HiSET, TASC) or Pass a Lafayette Parish School System's Job Skills/Knowledge test; Two (2) years of experience; Possession of a valid Louisiana Commercial Driver's license (CDL) or commitment to obtain such license within ninety (90) calendar days of employment. If Louisiana Commercial Driver's License is not attained within the ninety (90) calendar days of employment the individual will be terminated.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- Inspects lawnmowers and other vehicles, troubleshoots, and repairs malfunctions in the following: cooling systems, radiators, thermostats, hoses, belts, bearings, and brakes.
- Rebuilds and/or repairs carburetors, transmissions, and differentials; performs complete engine overhauls on lawnmowers when required.
- Inspects tires for wear and repairs or replaces, as needed.
- Performs routine maintenance on lawnmowers and other power equipment, including oil changes, lubrication, electrical checks.
- Repairs lawnmowers, weed eaters, grass blowers, and maintains other power equipment.
- Provides road service repairs when required or transports mower to garage by use of trailer.
- Cleans and maintains shop and tools to ensure safe working conditions.

METHOD OF EVALUATION: Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

PROFESSIONALISM AND CONDUCT STANDARDS:

Quality of Work - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

Communication Skills - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

Interpersonal Skills / Teamwork - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

Personal Impact - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate

positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

Productivity - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

Adaptability - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

Policy – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

EXPECTATIONS:

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee's Printed Name

Supervisor's Signature

Employee's Signature

Date