

Job Title: FLEET MAINTENANCE
Department: Transportation
Reports to: Director of Transportation, Assistant Superintendent
Classification: Non-exempt / Support Staff
Employment: 12 months / At-will
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

Performs maintenance and repair of the transportation fleet and school maintenance vehicles (trucks, cars, tractors, mowers, etc.).

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Stays abreast of any changes in the Missouri State laws or Department of Elementary and Secondary Education rules and regulations concerning transportation and implement/ monitor such rules or statutes.
2. Assists in the recruitment of all transportation personnel, and make recommendations on their employment, transfer, or release to the Director of Transportation.
3. Possesses working knowledge of the general geographic area of the school district.
4. Assists the Director of Transportation in establishing bus routes that provide safe, efficient, and timely transportation of students.
5. Must be available for early road check on inclement weather days.
6. Keeps accurate mileage records on all fleet buses.
7. Establishes an efficient and effective system of routine maintenance and preventive care of the fleet.
8. Maintains a current inventory of supplies and equipment.
9. Promotes high standards of safety and good housekeeping methods in all work areas of the bus garage and surrounding areas.
10. Cooperates with school principals and others responsible for planning special school trips.
11. Makes recommendations to the Director of Transportation concerning transportation personnel needs.
12. Maintains confidential nature of all school-related matters.
13. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

N/A

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Such qualifications as the board of education may find appropriate and acceptable.

Certificates, Licenses, Registrations

N/A

SKILLS AND ABILITIES

Language

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals

Write routine reports and memos

Respond to requests from staff members

Computation

An individual who holds this position must have the ability to:

Add, subtract, multiply and divide using units of American money, weight, volume and distance.

Apply concepts of basic algebra and geometry

Reasoning

An individual who holds this position must have the ability to:

Solve practical problems

Interpret instructions given orally, in writing by diagram or form

Technology

Basic computer skills including the ability to use computer-based maintenance schedules and requests

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

While performing these duties, the employee is frequently required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.

The employee is frequently required to reach, climb, bend, squat, stoop and kneel

The employee continuously uses hand strength to grasp and use tools and climb ladders.

The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as tables, scaffolds and air compressors.

Specific vision requirements include close and peripheral vision, depth perception and ability to focus.

Hours / Attendance / Travel

Consistent and regular attendance is an essential function of this position.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The employee will frequently work alone and will occasionally work irregular or extended hours. The noise level of the work environment is usually moderate but can occasionally be loud.

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