

Arlington School District No. 16

Job Description

JOB TITLE: Preventative Maintenance Technician

CLASSIFICATION:	Classified
REPORTS TO:	Transportation Supervisor
HOURS:	Varies
SALARY:	Per PSE Schedule A

SUMMARY: Under the supervision of the Transportation Supervisor, the maintenance technician shall be responsible for the preventative maintenance on school buses and district vehicles on an established schedule and will keep them in a ready state of service. The employee will be required to successfully pass random drug testing as required by law and will be required to undergo a post-offer medical examination.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Perform minor maintenance work on an established schedule on vehicles with gasoline and diesel engines
- Change oil and filters, complete lubrication, adjust drive belts, adjust brakes, check fluid levels
- Steam clean engine compartments and chassis
- Service tires
- Keep complete vehicle forms and records
- Perform minor repairs such as replacing drive belts, replacing thermostats, hoses
- Install mirrors, lights, etc.
- Help maintain the fleet in a state that out of service on state inspections does not exceed 10% but with the goal of 3% or less
- Assure that hazardous materials are dealt with properly
- Responsible for routine school bus vehicle safety inspections
- Assist in cleaning of the shop
- Perform other related duties as assigned by the Director of Transportation
- Follow Washington State laws, and district policies and procedures
- Follow directions of supervisor regarding shop duties
- Follow proper reporting procedures and respect confidentiality
- Resolve conflict in a pro-active, problem-solving manner
- Communicate a positive image of the employer through personal and professional conduct
- Evacuate bus passengers through an emergency door in an efficient and timely manner (25 seconds)
- Other duties may be assigned

QUALIFICATION REQUIREMENTS: *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High School Diploma or equivalent

Employment experience driving a school bus

Experience as a preventative maintenance technician

Must have prior experience working on a bus fleet

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have, or obtain within 75 working days of hire, a Washington State Commercial Drivers License Class B passenger endorsement, air brake restriction lifted

Must have, or obtain within 75 working days of hire, a school bus driver's authorization through the office of the Superintendent of Public Instruction.

LANGUAGE SKILLS:

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to communicate effectively with staff.

MATHEMATICAL SKILLS:

Ability to apply concepts of basic mathematics

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables.

OTHER SKILLS AND ABILITIES:

- Ability to work with minimum supervision
- Ability to be constantly alert to safety issues
- Ability to use computer to access email, websites, and other network resources

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 the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, sit, and use the hands to handle, finger, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must be physically able to perform routine vehicle safety inspections, possess sufficient strength and agility to move about in or beneath a school bus. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must pass a physical exam every twenty-four months in accordance with the standards established in 49 C.F.R. 391.41 through 391.49, of the Federal Motor Carrier Safety Regulations, and must continue to meet these physical exam requirements during the time between exams. Ability to frequently lift and/or move up to 75 pounds.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The environmental conditions include the usual lubricants and supplies needed for vehicle maintenance and repair. Typically, the noise level in the work environment is moderate to high. While performing the duties of this job, the employee occasionally will walk on slippery surfaces.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.