

**JOB TITLE: Preventative Maintenance**

**STATUS: Non-exempt / At-will**

**REPORTS TO: Vehicle Maintenance Supervisor or Lead Mechanic**

**TERMS: 242 Days**

**DEPARTMENT: Transportation Services**

**PAY GRADE: MT-4**

---

**PRIMARY PURPOSE:**

Perform daily cleaning and service of buses and vehicles. Assist with minor vehicle repairs.

**QUALIFICATIONS:**

**Education:**

High school diploma or GED

Appropriate clear and valid commercial driver's license with Passenger (P) and School Bus (S) endorsements

One (1) ASE or TASBT Certification preferred

**Experience:**

Some knowledge of automotive mechanics

**WORKING CONDITIONS:**

**Physical Demands/Environmental Factors:**

Frequent walking, bending, kneeling, climbing, carrying, pushing and pulling; moderate lifting and carrying up to 100 lbs. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes; work around vehicles and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Ability to egress from bus and supervise student evacuation from bus in a timely manner during emergency situations. Ability to drive all types of school buses and other district vehicles. Work irregular hours as needed.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Perform minor repairs to district fleet vehicles. Ensure district vehicles are in a clean and working order
2. Service vehicles according to established preventative maintenance schedule. Rotate and balance tires, change oil and filter, lubricate vehicle parts, inspect and replace hoses, belts, mirrors, lamps. Maintain all fluid levels
3. Maintain accurate, updated records of fleet maintenance including time and materials required to perform repairs and service
4. Perform visual inspection of vehicles and report any defects or repairs as needed
5. Operate district vehicle, tools and equipment according to established safety procedures
6. Keep shop areas and surrounding parking lot clean. Correct unsafe conditions in work area and report any conditions that are not correctable to the supervisor immediately
7. Perform as a substitute operator when necessary

**EVALUATION:**

Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of auxiliary personnel.

---

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands*

---

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

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**