

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title: **VEHICLE SERVICE HELPER**
Job Family: Transportation
Reports to: Director or Supervisor of Transportation
Salary Level: Range 26
Calendar: Classified 12 Months

SUMMARY:

Under the direction of the Director of Transportation, perform a variety of semi-skilled work in the preventive maintenance and servicing of the District's school bus fleet; assist the Lead Mechanic with repair work as needed and in the general maintenance of other District vehicles; may drive a school bus to transport students on an as needed basis safely and efficiently along designated routes as directed to ensure District needs for service.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a 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 and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inspect and service school bus fleet and District vehicles and equipment with fuel, oil, grease, water and fluids; ensure proper fluid levels; check and replenish air levels of tires; replace and mount tires as needed.
- Repair and replace lights, windshield wipers/washers, mirrors and windows; replace and repair seats and seat covers; clean chassis, engines and drive train components.
- Assist the Lead Mechanic with repair work as needed and in the general maintenance of other District vehicles; perform minor repairs, adjustments, scheduled preventive maintenance, safety checks and inspections; ensure compliance with State regulations, smog standards and other requirements as assigned.
- Ensure maintenance of the District's school bus video camera security system.
- May operate a school bus on an as needed basis along designated routes and established schedules to and from school as well as other school activities; pick up and discharge students in accordance with time schedules as assigned; observe legal and defensive driving practices; ensure compliance with applicable traffic and student transportation laws, codes and regulations.
- Determine appropriate action in emergency situations per established guidelines; administer first aid to passengers as needed.
- Maintain a variety of records related to work performed including maintenance and repair records, inventories reports and logs.
- Operate and maintain a variety of hand and power tools, equipment, lifts, jacks, stands, testers, and meters; utilize computerized and specialized equipment in the testing, diagnosis and repair of vehicles.
- Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.
- Communicate with other maintenance staff, personnel and outside agencies to exchange information and resolve issues or concerns.
- Maintain shop and work areas in a safe, clean and orderly condition; wash and clean school busses and District vehicles.
- Attend safety meetings and programs as assigned.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of experience in the maintenance and repair of school busses and large transport or service vehicles.

Licenses and other Requirements

- Valid California Driver's License with proof of insurance.
- Valid California Class A or B driver's license with appropriate passenger and air brake endorsements with proof of insurance.
- Valid First Aid Certificate or endorsement from California Highway Patrol.
- Valid School Bus Certificate issued by the California Highway Patrol.

Knowledge of:

- Techniques, practices, operations and procedures of school bus, diesel, gas and alternative fueled vehicles including engines, manual and automatic transmissions, related equipment, maintenance and repair.
- Safe and compliant operation of a school bus in pupil transportation services in the State of California.
- California Highway Patrol Safety and Student Transportation law and regulations.
- Appropriate levels of lubricants and coolants for busses and vehicles.
- Industry standards and practices for the safe operation of heavy equipment in both rural and urban environments.
- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles.
- Diagnostic procedures for vehicles and equipment.
- Operation of computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Proper methods of storing equipment, materials and supplies.
- Shop math applicable to vehicle maintenance.
- Record-keeping techniques.
- Health and safety regulations.
- Proper lifting techniques.

Ability to:

- Perform semi-skilled mechanical work in the inspection, diagnosis, maintenance and repair of a variety of large and small diesel, gas and alternative fueled vehicles and equipment.
- Operate computerized and specialized equipment used in the diagnosis and repair of vehicles.
- Drive a school bus safely and efficiently.
- Multi-task in stressful environments.
- Conduct safety inspections.
- Learn and apply policies and procedures related to student communication, motivation and discipline on buses.
- Maintain a safe discipline level among passengers.
- Diagnose and repair mechanical and electrical malfunctions.
- Interpret and apply State regulations and other requirements for maintenance of designated vehicles.
- Read and work from diagrams, sketches, schematics, technical manuals and specifications.
- Administer first aid.
- Maintain routine records.
- Understand and follow oral and written directions.
- Communicate effectively with others.
- Meet schedules and time lines.

- Operate a two-way radio.

WORKING CONDITIONS:

Work Environment:

- Vehicle repair shop environment.
- Driving a vehicle to conduct work.
- Exposure to fumes, dust, odors and oil/grease.
- School bus and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.

Physical Demands:

- Dexterity of hands and fingers to operate specialized equipment.
- Seeing to perform inspections and repairs.
- Hearing and speaking to exchange information.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Repetitive hand and body motions.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders.


Hazards:

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.
- Working around and with machinery having moving parts.
- Working from heights and from/on ladders.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Exposure to Blood borne pathogens may occur.
- Traffic hazards.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018