
Position:	Vehicle Service Worker I	FLSA:	Non-Exempt
Department/Site:	Transportation	Salary Grade:	13
Reports to/Evaluated by:	Manager, Vehicle Maintenance	Salary Schedule:	Operations

SUMMARY

Under direct supervision, performs routine maintenance and upkeep of school district vehicles within the framework of pre-established policies and procedures and in accordance with prescribed safety precautions and directions. Position is responsible for performs preventive maintenance and safety inspections on motor vehicles/heavy duty equipment. Performs related work as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs general maintenance of vehicle fluids, e.g., motor oil, transmission fluid, brake fluid, water, antifreeze.
- Performs brake system repairs and maintenance including replacement of brake shoes, rotor pads, replacing or resurfacing brake drums and rotors. Ability to operate a brake lathe or other related equipment.
- Inspects and changes oil filters, air filters, fuel filters, batteries, fan belts, and windshield wipers.
- Performs minor preventive maintenance of vehicles, e.g., drains crankcases; greases drive line, suspension, and steering systems; inspects tires for wear and defects, inflates to specification; inspects all brake linings, drums, and rotors.
- Services, charges, removes, and/or replaces vehicle batteries; operates battery-charging equipment to jump start vehicles.
- Inspects and maintains operation of vehicle lighting systems and performs minor repairs; checks and adjusts ignition timing; cleans and washes automotive equipment; assists vehicle mechanics in pulling and cleaning engines.
- Inspects, repairs, and replaces safety equipment on buses, e.g., fire extinguishers, first aid kits, body fluid kits.
- Performs routine part replacements on vehicles, e.g., tires, spark plugs, air filters, oil filters. Brakes, rotors, and operates brake lathe.
- Performs other vehicle maintenance and repairs including upholstery, broken windows, and minor scrapes and dents; services air cleaners; charges batteries.
- Utilizes various cleaning agents, mixing according to label instructions, and using in accordance with prescribed safety precautions and directions; steam cleans engines and wash buses.

- Maintains computer database/records of inspections for vehicles; assists with maintaining vehicle parts inventory.
- Operates various vehicles and equipment, e.g., cars, trucks, school busses, forklift.
- Disposes of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; maintains cleanliness of garage facilities and equipment.
- Inspects and reports mechanical problems to supervisor.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Vehicle Service Worker I will have the scope of the following knowledge, skills and abilities commensurate with time in the position and prior training or experience. Those areas where the full requirements are not met will be considered “growth and advancement” requirements.

Knowledge and Skills: Requires knowledge of vehicle preventive maintenance, including methods and practices for lubricating and servicing vehicles. Requires knowledge of operation and use of a variety of vehicle maintenance tools and equipment. Performs safe driving practices. Requires knowledge of State laws, rules and regulations, and Education Code sections pertaining to school bus operations and pupil transportation. Requires knowledge of first aid practices. Performs simple record keeping procedures.

Abilities: Requires the ability to clean, lubricate, and service and repair vehicles. Shall be required to assist in the repair of automotive vehicles. Requires the ability to operate a school bus or other vehicle safely and efficiently. Must be able to understand and follow oral and written instructions. Requires knowledge of and ability to operate vehicle maintenance tools safely and effectively. Must be able to establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions: Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and use of specialized equipment consistent with trade area. Work conditions may be unpleasant and uncomfortable due to physical positions and/or environmental extremes.

Education and Experience: High school diploma or equivalent. Ability to read and write at a level sufficient to perform all of the duties of the position including reading safety information and technical manuals required. Requires any combination of experience and training that would likely provide the required knowledge and abilities as follows: one year of experience in servicing vehicles; or formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance; or successful completion of twenty hours of classroom instruction related to skills and safety requirements for driving a school bus, and successful completion of twenty hours of instruction behind the wheel of a school bus.

Licenses or Certificates: Appropriate valid commercial California State Driver’s License, and medical examination. Requires possession of a valid California Special Driver Certificate for school bus. Requires possession of a valid American Red Cross First Aid Certificate or equivalent.