

TRANSPORTATION SERVICE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation or other Transportation Manager, performs preventive maintenance and safety inspections; performs replacement services; assists mechanics; ensures completion of projects in accordance with trade standards.

REPRESENTATIVE DUTIES:

- Inspect assigned vehicles (e.g., filters, battery, belts, wipers, brakes, fluid levels, shocks, etc.) for the purpose of ensuring the vehicle is in safe operating condition. **E**
- Perform preventive maintenance program activities (e.g., oil change, tire inflation, fill fluids, etc.) related to vehicle service. **E**
- Repair, rotate, balance, and change tires on fleet vehicles and school buses. **E**
- Assist mechanics with major repair work and maintenance of buses, cars, trucks, heavy-duty equipment, grounds equipment, etc. **E**
- Deliver vehicles and parts. **E**
- Steam clean engines; wash buses and fleet vehicles. **E**
- Maintain computer and paper records of vehicle inspections, as required. **E**
- Maintain accurate records of parts and supplies. **E**
- May road test vehicles. **E**
- Conform to safety standards, as prescribed. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Techniques and practices of maintenance and repair of heavy and light automotive vehicles.

Safe operation of related tools, equipment, and procedures in the repair, preventive maintenance of motor vehicles.

Operations, theory, and principles of gasoline, diesel, and battery-powered engines.

Methods, equipment, tools, and materials used in the repair and maintenance of vehicles and equipment.

Inspection and diagnostic procedures for vehicles and equipment.

Math skills applicable to vehicle maintenance.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Recordkeeping techniques.

ABILITY TO:

Must submit to and pass pre-employment and random drug and alcohol screening.

Provide DMV printout dated within two months.

Operate specialized equipment used in inspecting, repairing and/or servicing or vehicles.

Analyze situations accurately and adopt an effective course of action.

Maintain records related to safety, preventive maintenance and work performed.

Understand and follow oral and written directions.

Work cooperatively with others.
Follow schedules and meet deadlines.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent, and 2 years of experience servicing motor vehicles.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Class B commercial driver's license, with air brake, passenger, and school bus endorsements.

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Emergency call-out.

PHYSICAL ABILITIES:

Pulling, pushing, and moving objects up to one hundred (100) pounds.
Lifting and carrying up to 50 pounds.
Walking or standing for extended periods.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate power tools and equipment.
Seeing to observe and perform repairs, read printed material and computer monitors.
Perform repetitive hand and body motions.

HAZARDS:

Subject to noise and fumes from equipment operation.
Exposure to fumes and vapors from vehicles and cleaning solvents.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.

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SMJUHSD
Range 25