

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

February 26, 2024

The Autauga County Board of Education is now accepting applications for the position of: Shop Assistant at Transportation Department

Job Description: (Please see the attached Autauga County Board of Education (ACBOE) job description for this position.)

Qualifications: (Please see the attached ACBOE job description for this position.)

Effective Date: Following Board Approval

Salary: \$28,880 - \$31,648

Contract Length: 240 days (12 months)

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: March 6, 2024 – 4:00 p.m. or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

- 1 Attachment
- 1 Job Description

SHOP ASSISTANT

POSITION TITLE: Shop Assistant

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Shop Foremen and Transportation Supervisor

QUALIFICATIONS:

- High school diploma or GED preferred
- Valid Commercial Drivers License with valid Alabama State Department of Education School Bus Driver's Certificate – to be renewed annually or obtain all within 3 months of assuming position
- Satisfactory driving record
- Ability to communicate effectively with Shop Foremen and other Transportation staff both orally and in writing
- Develop/Maintains a working knowledge of terminology and understanding related to the position and the Transportation Department
- Such other qualifications as may be appropriate

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Assists mechanics in maintaining and repairing district buses and white fleet vehicles at and away from bus garage as assigned by the Shop Foremen
- Drives vacant bus routes and transports students as needed
- Helps swap out buses and other vehicles for services/repairs
- Picks up parts from local vendors and delivers to bus garage
- Provides building upkeep to include sweeping, mopping, dusting, cleaning, and picking up trash in shop area, break room, rest room, and parking lot at bus garage
- Maintains professional attitude and appearance at all times; is professional and courteous at all times
- Demonstrates a cooperative attitude with Shop Foremen and other Transportation staff
- Adheres to ACBOE policies and procedures, local, state, and federal laws
- Performs other duties as assigned

JOB GOAL:

To serve as Transportation Shop Assistant in a manner which ensures efficient support for the operation of the Transportation Department and to work with the Shop Foremen in implementing the designated functions of the department.

SOURCE: Autauga County Board of Education, Prattville, Alabama

UPDATED: July 17, 2023