

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

POSITION ANNOUNCEMENT

January 30, 2024

The Autauga County Board of Education is now accepting applications for the position of: Utility Worker 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: \$16,138 - \$17,234

Contract Length: 183 days (9 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: February 8, 2024 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

UTILITY WORKER

POSITION TITLE: UTILITY WORKER
RESPONSIBLE TO: SUPERINTENDENT OF EDUCATION
REPORTS: TRANSPORTATION SUPERVISOR

QUALIFICATIONS:

1. Valid Commercial Driver's License
2. Valid Alabama State Department of Education School Bus Driver's Certificate—to be renewed annually.
3. Satisfactory driving record.
4. High school diploma, GED, or equivalent work experience.
5. Satisfactory pre-employment drug screening
6. Academic competency in written and spoken language.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Obey all traffic laws.
2. Observe all mandatory safety regulations for school buses.
3. Maintain discipline when students are on bus.
4. Maintain proper supervision when students are on or boarding bus.
5. Report undisciplined students to the proper authority.
6. Keep bus clean.
7. Follow assigned route and time schedule as directed by Supervisor.
8. Pre-trip bus before each operation for mechanical and safety defects.
9. Notify the proper authority in case of mechanical failure or lateness.
10. Stop bus at all morning authorized stops; discharge afternoon students only at authorized stops.
11. Exercise responsible leadership when on out-of-district school trips.
12. Transport only authorized students.
13. Report all accidents and traffic violations to proper authority.
14. Enforce regulations against smoking and eating on bus.
15. Conduct a minimum of one bus evacuation drill per semester.
16. Participate in drug and alcohol testing as required.
17. Complete and submit all reports and documents as required in a timely manner.
18. Use bus communication device procedures properly.
19. Interact with school principal(s) when necessary to foster a positive learning environment.
20. Interact with the public in a manner that will be a positive reflection on the school system.
21. Perform any other non-technical tasks assigned.

JOB GOAL: Provide safe and efficient transportation to all students who will be transported and provide assistance in the daily operations of the school system.