

**Central Valley School District
Job Description #211**

TITLE Bus Service Specialist

GENERAL SUMMARY

The Bus Service Specialist is responsible to change oil and filters, lubricate chassis, adjust brakes, wheel bearings and other assemblies, winterization of equipment, repair tires and snow chains. Perform all required preventative maintenance and regular vehicle safety inspections, including maintenance and repair of bus seats.

ESSENTIAL JOB FUNCTIONS

1. Maintain lube and oil service and perform safety inspections on all buses as scheduled.
 2. Maintain necessary shop records on service work performed.
 3. Use pressure washer to clean undercarriages and engines as required.
 4. Assist in cleaning and organization of the shop, parts room and other maintenance facilities.
 5. Assist in performing general tune-ups, utilizing diagnostic equipment.
 6. Perform minor road-side repairs or recovery operations as required.
 7. Service and repair small engine equipment as required.
 8. Pick up shop supplies or parts as directed.
 9. Sew and repair bus seats as needed.
 10. Perform other duties as directed by the Coordinator of Motor Pool/Transportation Safety.
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OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Transportation

MENTAL DEMANDS

PHYSICAL DEMANDS

Required to stand for prolonged periods; required to lift, move and position heavy objects weighing in excess of forty (40) pounds; required to wear protective gear; required to work outdoors in inclement weather; required to take precautions when handling chemicals and materials such as fuels and solvents; required to take precautions to avoid exposure to fumes such as from solvents, fuel and exhaust; exposed to high noise levels from running engines while checking transmission fluids; required to take precautions to avoid exposure to burn danger from steam cleaning equipment; required to operate a motor vehicle on public roads; required to take precautions to avoid exposure to injury potential from motor vehicle hoods and working under vehicles; required to work in bent, crouched and crawling positions when servicing vehicles; required to operate power equipment such as heavy duty air wrench.

QUALIFICATIONS:

1. Knowledge of and experience with changing oil, filters and lubing of medium-size equipment.
2. Knowledge of and experience with repair of small engines.
3. Possess mechanical ability. (Required to furnish small hand tools.)
4. Computer skills preferred to maintain records.
5. Evidence of a good driving record is required - Driving abstract.
6. A Commercial Driver's License with Passenger Endorsement, B Body with air brake release is required.
7. Washington State School Bus Driver Certificate or ability to obtain one within 60 calendar days.

UNIT AFFILIATION

Transportation

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Developed 2/83

Revised 3/98

Revised 9/06