



## Columbia County School District Job Description

<b>Position Title:</b> Gas Attendant		
<b>Department:</b> Transportation	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI- Evaluation of Personnel	
<b>Pay Grade:</b> General Services Salary Schedule, Grade D	<b>Pay Type:</b> Non - Exempt	<b>Retirement:</b> Public School
<b>Contract Work Year:</b> 180 Days Per Year, 3 Hours Per Day		
<b>Reports to:</b> Fleet Manager		

### MINIMUM QUALIFICATIONS

**Knowledge/ Essential Skills:** Mechanically inclined, interested in safe operation of school buses and qualified to keep accurate records.

**PHYSICAL REQUIREMENTS:** Physical Activities: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions. Medium work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Visual acuity requirements including color, depth perception, and field of vision: The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures. The worker is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes. The worker is subject to outside environmental conditions: no effective protection from weather. The worker is subject to both environmental conditions: A\activities occur inside and outside. The worker is subject to extreme heat: temperatures above 100 Degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level. The worker is subject to vibration: exposure to oscillating movements of the extremities or whole body. The worker is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals. The worker is subject to atmospheric conditions: one or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases or poor ventilation. The worker is subject to oils: there is air and/or skin exposure to oils and other cutting fluids.

### GOAL

To inspect and service all vehicles to insure safe operations.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Responsible for knowing all policies and procedures of the Board of Education and Department of Transportation.
- Checks engine fluids each time buses are filled with fuel.
- Fuels buses as needed.
- Keeps accurate records of fuel pump readings.
- Maintains adequate supply of fluids at fueling point.
- Presents a positive attitude toward care of the buses at all times.
- Collects driver documents.
- Enforces the No Smoking policy around fuel tanks.
- Notifies Fleet Manager when fuel needs to be ordered.
- Keeps area around gas tanks clean and presentable at all times.

## **IMPORTANT NOTES**

### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** December 2015