EMPLOYEE NAME: ____________________________

Revised: 8/86; 4/88; 4/92; 9/92; 5/93; 6/93; 11/94; 6/95; 10/96; 1/98; 8/07; 10/12; 6/18; 2/19

JOB DESCRIPTION

POSITION TITLE: Helper, Fleet Maintenance

JOB CODE: 456K

DIVISION: Operational Support

SALARY SCHEDULE: Classified Hourly

DEPARTMENT: Fleet Maintenance

WORK DAYS: 258

REPORTS TO: Supervisor, Bus Shop

PAY GRADE: Rank K (NW11)

FLSA: Non-Exempt

PAY FREQUENCY: Bi-Weekly

PRIMARY FUNCTION: Performs bus shop housekeeping duties; distributes supplies and parts to shops; cleans Districts’ fleet vehicles.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required

2. Certification/License Required: Valid Georgia Driver’s License and safe driving record; must be able to obtain a valid Georgia Class B Commercial Driver’s License within 60 days/2 months of start date

3. Experience: 1 year custodial and/or mechanical

4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a maximum of 50 pounds

5. Knowledge, Skills, & Abilities: Written and oral communication; mechanical

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.

2. Performs needed custodial duties in shops and on grounds of maintenance facilities.

3. Services vehicles by checking and filling with fuel, oil, water and cleaning interior and exterior.

4. Performs routine maintenance on shop equipment.

5. Moves buses from shop to shop or other locations within the District.

6. Checks and records tank level readings of stored fuel, oils, fluids and antifreeze.

7. Delivers supplies between shops and local parts vendors.

8. Uses steam cleaner as required.

9. Maintains a clean and safe working area.

10. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________________________ Date ______________________

Signature of Supervisor _______________________________________ Date _____________________