

**STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: Service Technician

Classification: Transportation

Reports to: Transportation Director

GENERAL SUMMARY OF POSITION

The primary responsibility of this position will be to service buses, vans, cars, and other district vehicles and related equipment. A secondary responsibility will be to drive bus on a substitute basis as needed and directed under all types of weather conditions.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

Technician Functions

- Changes oil and filters, installs anti-freeze and snow chains, lubricates chassis components and adjusts brakes on school buses and motor pool fleets.
- Perform minor repairs such as: tire replacement, heater repair, changing burned out lights, mirror replacement, seat repair, and other similar repairs.
- Makes minor roadside repairs as required or tows disabled vehicles.
- Assists in cleaning and organizing the shop, parts room and other maintenance facilities.
- Completes vehicle maintenance forms and records such as: work orders, stock records, etc.

Driver Functions

- Drives school bus as assigned and drives in emergency situations.
- Completes pre- and post inspection, cleans school bus and related equipment as required by the state and district policy.
- Operate a school bus in accordance with the laws of the state of Washington and policies promulgated by the Superintendent of Public Instruction.
- Maintain control of student passengers as related to safety. Report unsafe acts or conditions which require the attention of any person other than the driver.
- Perform other driver related duties as directed by local school district policies

OTHER FUNCTIONS

- Perform basic first aid as needed, which may include CPR.
- Attend all mandatory meetings.
- Other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills required:

- Work effectively with both adults and students.
- Verbal and written communication.
- Working with the public.
- Maintains confidentiality.

Knowledge of:

- Basic internal combustion, gas and diesel engines.
- Basic mechanical tools and their use.

Ability to:

- Lift up to 50 pounds without assistance.
- Show tact and good judgment
- Remain calm in stressful situations.
- Read, write, and follow written instructions.
- Follow directions of supervisors and cooperate with co-workers

Working Environment

This position requires lifting up to 50 lbs., carrying, bending, kneeling and stooping, and fine motor skills are required. Generally, the job requires 60% standing, 20% walking, and 10% sitting. The job is performed primarily indoors in a shop environment but will involve exposure to the outdoors and to inclement weather and difficult road conditions on occasion.

Experience Minimum of one year mechanical education or experience.
Valid Washington State Driver's License is required.

Education High school diploma or General Education Degree (GED) required.
Valid First Aid, CPR, and AED certificate required.
Class B Commercial Driver's License (CDL) is required at time of employment or shortly thereafter.
Washington State School Bus Driver's authorization

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing

Alcohol/Controlled Substance Testing

Continuing Ed./Training

First Aid, CPR, AED

FLSA Status:

Non-exempt

Classification History:

Developed: 4/07

Certificates

Class B CDL

First Aid, CPR, AED Certificate

Valid Washington Driver's License

Clearances

Fingerprint/Background Clearance

Approved:

Salary Range: Based on PSE Schedule A.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.