

## **JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS**

**JOB TITLE:** Bus Technician

**JOB SUMMARY:** Regular maintenance of transportation fleet and shop

**REPORTS TO:** Transportation Supervisor

**LOCATION:** Bus Garage

### **MAJOR JOB DUTIES:**

#### **Essential Functions (and frequencies—see key):**

- Inspect brake systems, steering mechanisms, wheel bearings, and other important parts to ensure that they are in proper operating condition (Occasional)
- Install and adjust brakes, set toe in on wheels, tighten bolts and screws, and reassemble equipment (Occasional)
- Diagnosis of vehicles in need of repair and performs repairs such as but not limited to: tune-ups, brake work, electrical work, starters, alternators, exhaust work, bodywork, etc. (Occasional)
- Remove and replace tires (Occasional)
- Raise trucks, buses, and heavy parts or equipment using hydraulic jacks or hoists (Occasional)
- Perform routine maintenance of equipment, vehicles and shop area such as changing oil, checking batteries and electrical systems, lubricating equipment and machinery, cleaning shop and office areas (Occasional)
- Test drive buses and vans to diagnose malfunctions or to ensure that they are working properly (Occasional)
- Examine and adjust protective guards, loose bolts, and specified safety devices (Occasional)
- Attach test instruments to equipment, and read dials and gauges to diagnose malfunctions (Occasional)
- Inspect, test, and listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, and pressure gauges (Occasional)
- Inspect, repair, and maintain automotive and mechanical equipment, transmissions and machinery such as pumps and compressors (Occasional)
- Performs minor gas and arc welding as needed (Occasional)
- Performs Report/Record Keeping-document mileage records for maintenance purposes along with other repair documentation for each vehicle (Occasional)
- Drive a school bus on assigned routes when school is in session to safely and effectively transport and supervise children on the bus-- up to 2 hours per day

- Be able to assist drivers in emergency situations, during regular and off hours in case of mechanical breakdown or severe weather.

## **Work Activities:**

**Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

**Repairing and Maintaining Mechanical Equipment** — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

**Reports/Record Keeping**—document mileage records for maintenance purposes, along with other repair documentation for each vehicle.

**Diagnosis of vehicles** in need of repair and performs repairs such as but not limited to: tune-ups, brake work. Electrical work, starters, alternators, exhaust work, bodywork, etc.

**Operating Vehicles, Mechanized Devices, or Equipment** — Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts and passenger vehicles.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

**Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

**Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

**Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

**Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

**Controlling Machines and Processes** — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

**Hours of Work:** 8 hour shift Monday-Friday (40 hours/week)

**Terms of Employment:** Yearly Contract

**Salary:** Varies by experience.

**Clothing / PPE's:** Safety glasses, ear plugs, welding helmet, rubber-toed shoes/boots (no open toes), mechanics uniform, welding gloves, outdoor coat/hat/boots and gloves depending on environmental conditions

**Equipment / Tools:** Brooms, mops, rags, buckets, garbage liners and cans. cleaning chemicals, buffers, auto scrubbers, carts, dollies, hoses, hand broom, dustpans, ladders of various heights, high pressure cleaners, hoists, crawlers, blow torches, boring tools, calipers, engine or component test stands, gas welding or brazing or cutting apparatus, portable data input terminals, specialty wrenches, hand tools (such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments) as well as power tools such as pneumatic wrenches, lathes, welding equipment, and jacks and hoists (MUST PROVIDE OWN HAND TOOLS)

### **Qualifications including Education/Skills/Training Required:**

The goal is to serve as a school district bus technician responsible for the maintenance, repairs and operation of all school vehicles to include buses, maintenance vehicles, vans, lawn and snow plowing equipment and any other vehicles owned and/or operated by the school district. To provide exemplary service performance in all aspects of safety, preventive and overall maintenance to ensure all service/repair work performed is completed to Department of Transportation (DOT) and other relevant standards. To transport students to and from school or special events as necessary. To regularly clean the mechanical shop and office areas. To demonstrate a positive attitude on the job as well as teamwork, school loyalty, cooperation with co-workers, effective supervision and transportation of children, safety mindedness and regular attendance.

***Education/Aptitude:*** High School graduate and preferably vocational training as a medium/heavy truck technician related on-the-job experience of a minimum of two years or an associate's degree in diesel mechanics. A recognized apprenticeship program may be associated with these occupations.

***Licenses/Certification:*** Valid Class B CDL/school bus and passenger transportation license with no moving violations on vehicle record. Technician must be deemed insurable by the district's insurance carrier. A Motor Vehicle Record (MVR) review will be conducted annually to determine if Technician is qualified to operate a commercial motor vehicle in accordance with regulations as defined in Section 391.25 of the Federal Motor Carriers Safety Administration.

***Experience:*** Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

### **Physical Demands of the Position:**

This job is considered heavy to very heavy work of a skilled nature as defined by the Department of Labor's Critical Demands of Work (see key). Mechanic must be:

- Able to work with interruptions during a work shift.
- May be required to work at heights above 10 feet, performing inspections and repairs from ladders and structures
- Must be capable of frequent to constant standing and walking on cement/uneven ground throughout the work day.
- It may be necessary to occasionally lift up to 100 pounds from floor to waist, up to 45 pounds waist to shoulder, and up to 35 pounds overhead.
- Must be capable of pushing/pulling up to 500 pounds (engine transmissions) requiring 25 pounds of force with hands placed 20 inches from the floor
- Must be capable of repetitive squatting, kneeling and bending for variable periods of time
- Must be capable of getting down to ground level, sitting down and laying down and getting back up to a standing position to perform equipment inspections and repairs
- Must be capable of picking up a 40 lb object (transmission housing) from creeper and holding it in position with one hand while starting bolts with other hand
- Must be capable of picking up flat object on floor weighing 100 lbs (snow blade) and lifting to waist height
- Other lifts measured include: Lift 90 lb wheel rim from knee to chest, 120 lb required to stand tire up from ground (grasp height 12" from ground, raise to waist height), lift 58 lb battery from floor to waist, lift 108 lb brake drum from floor to above knee, lift and carry 5-gallon buckets of oil weighing 40 lbs, Position brake drums while sitting on a chair (lift 108 lbs from knee height and raise 12")
- Must be capable of lifting up to 120 pounds (use carts to transport)
- Must be capable of operating a variety of equipment to include bucket lawn equipment, school buses, snow plows and school vehicles
- Must be capable of working in extreme and seasonal temperatures, humidity and dusty environments
- Must be capable of using all personal protective equipment
- Must be capable of using all hand and power tools requiring variable grip forces (estimated up to 40 pounds).
- Must be capable of climbing stairs, step ladders, platform ladders to reach top of equipment and buildings as well as storage/shelves
- Must be capable of sitting and driving a school bus on assigned routes

*NOTE: The physical demands described above represent real life tasks an employee may need to perform as part of the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While the frequency may be low, the above stated physical demands may be required during the course of a daily work shift. Tasks that have physical demands that exceed the above stated limits should only be performed with sufficient manpower or material handling equipment. Other miscellaneous duties may be assigned which fulfill the needs of students and staff.*

### **Knowledge:**

**Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Transportation** — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

### **Skills and Abilities:**

**Repairing** — Repairing machines or systems using the needed tools.

**Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

**Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Operation and Control** — Controlling operations of equipment or systems.

**Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Speaking** — Talking to others to convey information effectively.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

### **Abilities**

**Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

**Arm-Hand Steadiness** — The ability to keep hand and arm steady while moving arm or while holding arm and hand in one position.

**Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

**Multi-limb Coordination** — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

**Near Vision** — The ability to see details at close range (within a few feet of the observer).

**Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

**Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Hearing Sensitivity** — The ability to detect or tell the differences between sounds that vary in pitch and loudness.

**Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

**Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

## KEY TO DEPARTMENT OF LABOR TERMS

In the graph below are the definitions of the five critical demand levels and their specific task criteria:

<b>Sedentary Work</b>	Sitting for 6 hours of an 8 hour work day with lifting of no more than 10 pounds occasionally. Possible frequent lifting of small objects weighing less than 10 pounds such as files and small parts
<b>Light Work (not to be confused with the terms of modified or transitional work)</b>	Lifting no more than 20 pounds on an occasional basis and up to 10 pounds frequently. Typically requires standing and walking for 6 hours of an 8 hour day (certain light jobs may require continuous sitting and entail the consistent use of either hand or foot controls
<b>Medium Work</b>	Maximum occasional lifting of up to 50 pounds; frequent lifting of up to 25 pounds. Typically on feet 6 hours of an eight hour day
<b>Heavy Work</b>	Maximum lifting of up to 100 pounds with frequent lifting of weights up to 50 pounds. Typically standing and walking of 6 hours out of an 8 hour day.
<b>Very Heavy Work</b>	Maximum lifting of over 100 pounds with frequent lifting of weights up to 50 pounds. Standing and walking for the majority of the work day.

The following three frequency levels are also defined by the DOL and applied to work tasks i.e. rare to occasional, frequent and constant (RO/F/C). The DOL definitions of these frequencies are:

<b>Rare to Occasional</b>	0 to 20 times during a shift or 33% of the time
<b>Frequent</b>	20-100 times during a shift or 33-66% of the time
<b>Constant</b>	Over 100 times during a shift or 66-100% of the time

**Disclaimer:**

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

**Bargaining Unit:** Local 284 Custodians/Mechanics

Approved by Foley School Board on May 27, 2003\_Revised 12/17/07, 7/20/09, and7/2011, revision approved February 27, 2017

*Foley Independent School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status or disability and will provide reasonable accommodations to qualified individuals with disabilities.*