

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **Pupil Transportation ~ Service Person**

### **Purpose of the Job**

Performs preventative maintenance and operational safety inspections on the school bus fleet and related vehicular equipment. Willing to continue education in the automotive field, through a trade school, seminars, and/or classes.

### **Essential Job Functions**

1. Lubrication of buses and other automotive equipment. Lubrication to include chassis lube, oil and filter, changes, gear box fill or drain and flush, wheel bearing pack, air cleaner service, and all lubricating procedures as required.
2. Verifies operational safety of equipment and devices such as brakes, clutch, lights, mirrors, glass, fire extinguisher, first aid kits, highway warning kits, horn, warning lights and buzzers, emergency exits, wipers, sign, tires, etc.
3. Changes and repairs tires, performs complete battery service and brake adjustments.
4. Installs antifreeze, services cooling systems (fill drain and flush), inspects, replaces hoses, caps, valves, etc. as required.
5. Assists mechanic in overhaul, rebuilding, and replacing major assemblies and components.
6. Makes minor repairs by replacing lights, spark plugs, ignition parts, latches, and switches as required.
7. Operates lubrication equipment, hoist, compressor, battery charger, diagnostic equipment, headlight adjustment machine, alignment board, drills, presses, air wrenches, and other tools and equipment as required in the performance of assigned duties.
8. Drives a service truck for parts pick up, and roadside service as required.
9. Assists in cleaning and organization of the shop, parts room and other maintenance facilities.
10. Responsible for exterior and chassis cleaning of transportation vehicles on a regular basis.
11. Maintains and updates service records for the various vehicles.
12. Other duties as assigned.

### **Qualifications:**

#### **Education & Experience:**

1. Two years general experience in service, and maintenance of buses, trucks, automobiles, and related heavy duty equipment.

#### **Knowledge Skills & Abilities:**

2. Able bodied and in good physical condition. Some lifting is required.
3. The ability to get along with co-workers.
4. Demonstrated ability to organize and work by him/herself.
5. Some knowledge of computers.

#### **Licenses, Certificates & Special Requirements:**

6. Possess a valid Washington State drivers license with a Commercial Driver's License Endorsement not less than a type "B".
7. Possess a basic set of auto mechanic hand tools in a storage cabinet.

### **Reporting Relationship:**

The Service Person is responsible to the Shop Foreman

**Conditions of work:**

**Union Affiliation:**

NEA-WEA

**FLSA Status:**

non-exempt

**Wage Range:**

NEA-WEA

**Job #**

NEA-WEA-105

**Job History:**

Created:

---

Immediate Supervisor

Date

---

Director of Human Resources

Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.*