



EMPLOYEE NAME: \_\_\_\_\_

Revised: 8/86; 4/88; 4/89; 3/92; 9/92; 3/93; 5/93; 6/93;  
11/94; 6/95; 10/96; 1/98; 8/07; 10/12; 6/18; 2/19

### JOB DESCRIPTION

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|--|---|
| <b>POSITION TITLE:</b> Helper, Fleet Maintenance   | <b>JOB CODE:</b> 456K                     |
| <b>DIVISION:</b> Operational Support   | <b>SALARY SCHEDULE:</b> Classified Hourly |
| <b>DEPARTMENT:</b> Fleet Maintenance   | <b>WORK DAYS:</b> 258                     |
| <b>REPORTS TO:</b> Supervisor, Bus Shop  | <b>PAY GRADE:</b> Rank K (NW11)           |
| <b>FLSA:</b> Non-Exempt  | <b>PAY FREQUENCY:</b> Bi-Weekly           |
| <b>PRIMARY FUNCTION:</b> Performs bus shop housekeeping duties; distributes supplies and parts to shops; cleans Districts' fleet vehicles. |   |

#### REQUIREMENTS:

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|----|--|
| 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:

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| 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 \_\_\_\_\_