



**Job Title:** Automotive Service Technician  
**Department:** Transportation  
**Reports To:** Transportation Director  
**FLSA Status:** Non Exempt  
**Salary Schedule:** MN lane 03

### **SUMMARY**

Under direction of the Transportation Director and Lead Mechanic, the Automotive Service Technician has responsibility for vehicle service of all WCSD motor vehicles. The Automotive Service Technician may also be assigned to a route as a Bus Driver and must be available to cover various routes and activity/field trips as scheduled, on short notice, or on immediate notice.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Conducts state safety inspections on vehicles.

Services air and hydraulic brake systems.

Services car and truck transmissions and drivetrain systems.

Assists certified mechanics with major and minor automotive and mechanical repairs.

Repairs suspension, and exhaust systems on gas and diesel vehicles.

Maintains emissions devices with current regulations.

Maintains records on vehicle service.

Services vehicle tires including repairing flats, mounting and dismounting tires, and balancing tires.

Repairs vehicle seats.

Complies with WCSD Policy and Shop Safety Standards.

Cleans tools and working area.

Performs other maintenance and repair, consistent with training and assignment.

### **Additional duties and responsibilities as a Bus Driver**

Drives a school bus to designated locations in accordance with time schedules and adjusts to schedule changes as they occur. May be assigned a route and is expected to cover various routes and activity/field trips as scheduled, on short notice, or on immediate notice.

Performs a proper pre-trip and post-trip daily and properly reports any defects or concerns found on each bus that is driven.

- The bus must be swept daily, or more often if necessary, and trash emptied as needed.
- Windshields, rear windows, and mirrors must be cleaned as needed for proper vision.
- During contagious outbreaks disinfecting protocols must be followed.

Departs at scheduled time for routes or schools and drives the approved, designated route, only making adjustments in emergency situations.

Picks up and discharges students while following proper, state and WCSD, loading and unloading procedures.

When transporting special needs students, the loading and unloading responsibilities may be shared with the paraprofessional aide. The responsibility for following proper procedure and securement of all Car Seats/Restraint Systems (CSRS) equipment remains with the driver.

Follows established procedures for emergencies.

Follows a “Student Management Plan” which enforces and maintains a positive discipline procedure that includes:

- Effective positive communication with students.
- Contact and communication with parents.
- Contact and communication with school administrators.

Conforms to District policies including those regarding attendance and absences.

- A driver, who has an assigned route, may only be absent for 5 personal days of the 179 contract days unless the additional days are approved.
- The day before and the day after a scheduled non-contract day may not be taken for personal use.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

### **Mandatory Qualification Requirements:**

Minimum age of 21 years.

Have no more than 100 points recorded on a past driving record. No more than two at-fault accidents, two citations, or a combination of one at-fault accident and one citation, in a 24 month period.

### **Additional Qualification Requirements:**

Required to attend WCSD training held at the beginning of each school year. Complete continuing education credit courses and licensing training provided by WCSD.

Complete the Basic Training Course.

Knowledge of safe driving practices and procedures.

Knowledge of first aid procedures.

Knowledge of provisions of the state codes applicable to the operation of school buses and the transporting of students.

Ability to learn emergency procedures for working with all students, to include students with special needs.

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Must have basic computer skills to perform some of the reporting duties.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Must have the ability to make sound decisions in the event of an emergency.

#### **EDUCATION and/or EXPERIENCE**

Completion of appropriate college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

Requires the skills of an apprentice-level mechanic. Must have training or experience with current emissions regulations. Must have current related training and/or experience within the last 12 months.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Utah Commercial Driver's License. Must have a valid State Vehicle Safety Inspection Certification.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to reach with hands and arms; use fingers and hands to handle. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Must successfully complete a physical examination in accordance with the US Department of Transportation, Bureau of Motor Carrier Safety Regulations, for drivers at a facility authorized by Washington County School District.**

**Must successfully pass a pre-employment drug test and successfully pass a physical assessment prior to driving the bus.**

**Must pass the required state physical evaluation annually.**

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, extreme heat, and vibration. The employee frequently uses safety equipment such as seat belts and safety straps. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

Prepared By: <b>Fleet &amp; Warehouse Manager</b>		Date: <b>12/15/2003</b>	
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>12/15/2003</b>	
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>9/1/2008</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: <b>School Transportation Administrator</b>	Date: <b>12/3/2015</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>	Date: <b>07/29/2021</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>	Date: <b>09/15/2023</b>

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	