



### **Asst 3 / Bus Interior Repair**

#### **Purpose Statement**

The job of Asst 3 / Bus Interior Repair is done for the purpose/s of providing seat repair services under the direction of the Head Mechanic; ensuring an attractive, sanitary and safe environment for students; performing a variety of special seat repair operations; keeping track of inventory; and assisting in preparing school buses for use by students.

This job reports to Director of Transportation

#### **Essential Functions**

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Attends department in-service and safety meetings for the purpose of gathering information required to perform job functions.

Keeps an accurate account of inventory for the purpose of ensuring that necessary supplies are available.

Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.

Orders necessary repair supplies for the purpose of performing timely and efficient repair services.

Oversees the inspection of vehicle seats for the purpose of providing a safe and efficient bus interior.

Performs bus seat repairs (e.g. bolting seat bottoms, repairing tears, repairing or replacing foam, etc.) for the purpose of ensuring student safety and comfort.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares written and/or electronic documents (e.g. repair and maintenance logs, parts lists, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.

Takes responsibility for both removing damaged bus seats and installing new/repaired bus seats for the purpose of ensuring safe and attractive seating.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize a

variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt

Lane 3