

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

Position: TRANSPORTATION AIDE/TECH

Supervisor: Director of Operations / Superintendent

**GENERAL JOB DESCRIPTION:** Maintain all vehicles, equipment and facilities in a safe operational condition

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project overall concern for personal appearance as it relates to job performance.
8. Carry out assignment and instructions from supervisor in a competent and efficient manner.
9. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
10. Work in a safe manner with personal safety and the safety of others as the number one priority.
11. Communicate with supervisor and co-workers.
12. Using the current work order system: Perform tasks on work orders assigned in a capable and timely manner. Complete and turn in work order paperwork in a timely manner with purchases, labor and work performed listed.
13. Perform preventative maintenance on all district vehicles and equipment.
14. Diagnose and repair diesel and gasoline engines, transmissions, third members, hydraulic pumps and motors, gear boxes, electrical systems, fuel systems, etc. on vehicles and equipment.
15. Maintain a clean and safe shop environment.
16. Repair of some components by welding.
17. Clean, fuel, maintain and repair vehicles and equipment as needed.
18. Maintain exterior of buildings and grounds in such a manner they are free of trash and debris.
19. Maintain, water and care for lawn and playground areas as directed.
20. Spray weeds.
21. Report electrical and mechanical problems of the buildings to the maintenance office.
22. Perform minor repair and cleaning as necessary.
23. Obtain Commercial Driver's License.

### ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Manual physical labor, lifting and moving materials, furniture, equipment and supplies.
2. Maintain assigned uniforms, equipment, tools and shop area in operable, safe and attractive status.
3. Account for supplies, materials and equipment as required.
4. Complete records and reports as required in a timely manner, many deadlines to meet.
5. Maintain facilities security.
6. Install light bulbs as needed.
7. Shovel snow.

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8. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

### QUALIFICATIONS:

1. High school diploma or G.E.D preferred.
2. Must have a Commercial Learner's Permit, Class B license with air braks and school bus endorsement within 30 days of employment.
3. Must have a valid New Mexico driver's license appropriate for operating a vehicle above 26,100 lb. GVW within 90 days of employment.
4. Three years experience as a line mechanic or completion of a vocational school course of study.
5. Experience on gasoline and diesel powered equipment.
6. Certification or specialized training in brakes, electronic ignitions and refrigeration systems.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### PHYSICAL REQUIREMENTS:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting and climbing ladders. Lifting from floor to mid-thigh maximum (100 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (75 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladders, and work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to move and operate vacuums, buffers and other custodial related equipment.
6. Work safely from ladders.
7. Any lifting that would require more than 100 pounds of dead weight should be done by at least two people if possible.
8. Work under and over vehicles.
9. Fingering or otherwise working with fingers.
10. Ability to move furniture.
11. Operate equipment and vehicles such as front end loader, backhoe, bobcat, fork lift, lawn mower, tractor, weed trimmer, floor buffer, wet vac, car, pickup or bus in a safe manner.

### SAFETY AND HEALTH:

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Wear protective devices such as back supports, eyewear, low skid pad shoes, as job conditions demand.
3. Read, observe and understand on precautions and proper methods of handling chemicals, equipment, tools and materials.
4. Complete all required training.
5. Knowledge of universal hygiene precautions.

### EQUIPMENT / MATERIAL HANDLED:

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Hand tools, equipment, chemicals, vacuums, buffers, ladders, platforms and materials particular to this trade skill. Work vehicle, material handling equipment and all vehicles and equipment owned by the district. Jacks, lifts, welding equipment, hydraulic press, pullers and all manner of shop equipment.

### WORK ENVIRONMENT:

The work environment may be solitary shop work but repair becomes necessary wherever equipment or vehicles break down. The environment may vary greatly in the place of work from working in a building alone to working in school facilities with large numbers of people. Conditions range from working outside in the extreme hot of the summer to comfortable building to working outside in very cold temperatures. Work schedule will vary on a daily basis. Overtime may be assigned on an as-needed basis to take care of emergency situations. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Must be able to work under stressful conditions.

### Terms of Employment:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_