

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
AUTO SERVICE WORKER

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Garage & Transportation	A/1/2	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Auto Service Worker is the first level in a four level series. Incumbents are responsible for performing vehicle preventative maintenance; shipping, receiving, stocking, issuing, and delivering materials, equipment, parts, and supplies and, as assigned, may drive a school bus.</p> <p>Duties include activities such as performing vehicle fluid inspections; repairing seats and glass; fueling buses; picking up and delivering vehicles for emissions testing, inspecting and rotating tires, performing front-end alignments; cleaning the shop, conducting inventory spot checks, and coding items for storage; and receiving and checking shipments.</p> <p>The Auto Service Worker is distinguished from the Mechanic Technician in that the former has responsibility for shipping and receiving and the latter has responsibility for repairing vehicles less than 10,000 lbs. G.V.W.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Fuels and repairs seats, flooring, interiors, lights, tires, and glass in District vehicles including buses, trucks, cars, and vans.	Daily 30%	A/1
Receives, processes purchase orders including data input, and unloads shipments, stocks warehouse including stock rotation, inventory checks and spot checks, and coding items for storage.	Daily 25%	A/1
Cleans the shop and maintains shop equipment.	Daily 10%	A/1
Performs vehicle maintenance including fluid inspections, tire rotations, front end alignments, and picks up and delivers vehicles for emissions testing.	Weekly 10%	A/1
Serves as backup bus driver and supports parts mechanics.	Weekly 5%	A/1
Performs monthly bus interior and tire preventative maintenance.	Monthly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	



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Training And Experience:

High School Diploma or GED and two years of vehicle preventative maintenance experience are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Commercial Driver's License with P&S endorsement;
- AZ School Bus Driver's Certificate;
- CPR Certificate with AED;
- First Aid Certificate.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Vehicle maintenance practices and techniques;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Operating vehicle maintenance equipment and tools;
- Driving a school bus;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.



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Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

