



**Job Title:** Diesel Truck and Bus Technician I

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 21

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to perform skilled work involving the maintenance and repair of heavy automotive equipment, gasoline, and/or diesel driven motors and related machinery and tools.

## **ESSENTIAL JOB FUNCTIONS**

- Coordinates repairs, preventative maintenance, and servicing of automotive equipment.
- Performs complex overhaul and repair work on automobiles, trucks, mechanical equipment, and other gasoline and diesel driven motors; Assembles automotive systems; Tunes and adjusts engines.
- Performs preventive maintenance and inspections of vehicles and machinery; Troubleshoots electrical systems and computer controlled systems; Adjusts and replaces parts.
- Tests and repairs electrical equipment, generators, distributors, magnetos, and starters; Tests and repairs air conditioning and transport refrigeration systems; Repairs and replaces front end and suspension components; Services and repairs brake systems, e.g., air, hydraulic, and antilock systems.
- Uses computer diagnostic equipment to troubleshoot and repair vehicle computer systems including Engine Control Modules, Antilock Brake Computers, and Body Control Computers.
- Inspects and repairs safety and restraint devices and equipment, e.g., seatbelts, airbags.
- Inspects and repairs wheelchair hydraulic lifts and truck lift gates.
- Operates a wide variety of standard and heavy equipment and tools utilized in auto repair, e.g., computerized and electronic test equipment, volt and injector testers, emission tester wheel balancing equipment, air compressor, hydraulic press, drill press, brake bleeder, battery charger, steam cleaners, pressure, and parts washer.
- Operates various vehicles and heavy machinery, e.g., cars, trucks, busses, tow truck, forklift.

- Disposes of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; Maintains cleanliness of garage facilities and equipment.
- Performs various administrative duties, e.g., estimates time and materials for repairs, maintains appropriate repair logs and records; Maintains parts and equipment inventory records. Uses computer based systems to accurately document equipment repairs and time expended.
- Prepares and submits order and requisitions for parts.
- Repairs and maintains tools and equipment.
- Maintains work area in a clean and organized condition at all times.
- Conforms to safety standards as prescribed.
- Responds to calls for emergency repairs.
- Conducts all repairs in a timely and efficient manner.
- Provides courteous service to all customers and works cooperatively with transportation staff.
- Monitors and tracks buses and equipment for daily scheduling of inspections.
- Assigns work to subordinates during inspection and oversees the process from beginning to completion.
- Adheres to all safety policies and requirements set forth by the School District as well as OSHA guidelines.
- Performs air conditioning repairs as needed.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- High school diploma, GED, or other equivalent.
- Two (2) to three (3) years of responsible experience in automotive and heavy equipment/machinery maintenance and repair.
- ASE and Dealership Certifications preferred.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- May be required to possess and maintain a valid Class "A" Commercial Driver License.
- Must possess and maintain a valid Class "B" Commercial Driver License.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of operation and maintenance of hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to display knowledge of basic mathematics.
- Requires the ability to display knowledge of basic computer literacy.
- Requires the ability to display knowledge of standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation and care of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of applicable codes and regulations.

- Requires the ability to perform maintenance and repair tasks.
- Requires the ability to perform work that necessitates some specialized knowledge of clerical or trades-based tasks.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use or repair small/light equipment, such as power tools, medium equipment and machinery, such as vehicles or commercial mowers, and heavy or complex machinery, such as HVAC systems or construction equipment.

**PHYSICAL DEMANDS**

While performing the essential functions of this job the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms and is frequently required to bend at the waist, stoop or crouch, and lift and/or move up to 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**