

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: School Bus Maintenance Worker

QUALIFICATIONS:

1. **Education/Certification:** High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:**
 - a. Knowledge of basic skills in vehicle maintenance, the ability to make limited repairs to buses and components, and minor body and upholstery repairs.
 - b. Good work habits;
 - c. Dependability and ability to work without supervision;
 - d. Ability to communicate effectively, both orally and in writing;
 - e. Ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times;
 - f. Ability to schedule work and undertake multiple tasks;
 - g. Familiarity with two-way radio equipment and transmission procedures;
 - h. Possession of a valid CDL Class B Motor Vehicle License, with a School Bus Y and P Endorsement.
 - i. Such alternatives as the Administration may find appropriate and acceptable.
 - j. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below;
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: School Transportation Director and/or Public Works Garage Foreman

JOB GOAL: To help keep the district's buses in such a state of operating excellence that they present no problems or interruptions to the educational program.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates routine maintenance of school buses.
2. Performs minor bodywork and/or repairs.
3. Replaces windows and body lights as needed.
4. Maintains adequate inventory of cleaning supplies.
5. Cleans vehicle maintenance areas as needed.
6. Maintains electrical block heater harnesses and related controls.
7. Performs other tasks as may be assigned by supervisor.

School Bus Maintenance Worker Job Description (continued)

TERMS OF EMPLOYMENT: Part-time, twelve-month year. Salary and work year in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: climbing a ladder, adjusting, connecting, painting, lifting up to fifty pounds, pulling, writing, and operating

Environmental Conditions: outside, inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: May 9, 2006