



## Pickens County Board of Education Job Descriptions

### **BUS TECHNICIAN**

#### TITLE/POSITION

RETIREMENT: TRS/Public School

TERMS OF EMPLOYMENT: 260 Days

REPORTS TO: Director of Transportation and/or Shop Foreman

QUALIFICATIONS:

1. High School Diploma or GED
2. Valid Georgia Class B CDL drivers license with S&P endorsements: to be acquired within thirty days of employment or as scheduling permits.
3. Certification by the State of Georgia or equivalent source as Heavy Duty Truck Mechanic.
4. Five years equivalent work experience in medium/heavy truck repair and/or light truck repair is preferred.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES:

- Demonstrates prompt and appropriate attendance.
- Is neat and professional in appearance befitting the job they provide the school system.
- Exhibits a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
- Diagnoses vehicle problems and evaluates components and failures with a wide variety of test equipment required to repair vehicles.
- Performs preventive maintenance inspections and repair work on system's fleet vehicles and equipment.
- Answers or assists in emergency road service calls, and repairs on-site if possible.
- Maintains sufficient stocked inventory in parts department.
- Assists the vehicle Shop Foreman with complete accountability of all parts and resources.
- Road-tests system vehicles after repairs are completed.
- Maintains a clean and safe working environment.

- Completes repairs within an acceptable time frame when compared to appropriate available flat rate repair manuals.
- Demonstrates an ability to work successfully with individuals and groups from diverse educational, social, and ethnic backgrounds.
- Possesses and maintains valid and appropriate license, certificate and/or credential as may be required for this position.
- Follows work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Participates in training programs to increase skills and proficiency related to job responsibility.
- Reviews current developments, literature, and technical source information related to job responsibility.
- Ensures adherence to good safety procedures.
- Follows federal and state laws, as well School Board policies.
- Performs other duties as assigned by appropriate administrator.