

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Automotive Service Attendant	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0901	WORK YEAR:	12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 37 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	05-21-69
		BOARD REVISION:	10-29-73 11-10-73
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform routine basic preventive maintenance on vehicles and other power-driven equipment according to assigned schedules; assist transportation mechanics in the maintenance and minor repair of buses and other automotive equipment; identify and report major or complex mechanical difficulties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform lube, fluid, and filter changes; drain and fill crankcases; inspect and replace batteries, hoses, and belts; check, change, repair, and balance tires; check tread depth in tires; replace light bulbs and fuses; conduct visual safety inspection of vehicles. **E**

Repair or replace damaged or missing parts and components; patch or replace damaged seat covers; remove graffiti from inside the bus. **E**

Respond to emergency road service calls, and make minor mechanical repairs in the field. **E**

Steam clean vehicles. **E**

Utilize a wide variety of test equipment, standard tools, specialty tools, and reference manuals as required to repair vehicles. **E**

Complete repairs within an acceptable time frame; maintain time, mileage, and service records. **E**

Maintain a clean and safe working area; ensure adherence to safety procedures; drive a district vehicle to conduct work; lift and carry heavy objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and two years of experience in general automotive servicing and minor maintenance and repair work.

LICENSES AND OTHER REQUIREMENTS:

Obtain a valid California Class B driver’s license with passenger and air brake endorsement within six months of employment; provide proof of insurance; employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles of preventive maintenance.
- Types, grades, and uses of standard fuels and lubricants.
- Test equipment, standard tools, specialty tools, and reference manuals required to repair vehicles.
- District policies and procedures related to assigned function.
- Applicable sections of the California Motor Vehicle Code, State Education Code, and other state and federal laws.
- Safety and maintenance requirements of bus equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Perform routine basic vehicle preventive maintenance and lubrication.
- Identify basic automotive parts and equipment.
- Use test equipment, standard tools, specialty tools, and reference manuals required to repair vehicles.
- Change, rotate, repair, and balance tires.
- Understand and follow written and oral instructions.
- Keep records and inventories.
- Operate a vehicle, observing legal and defensive driving practices.
- Lift and carry heavy objects according to safety regulations.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Transportation shop environment; drive a vehicle to conduct work; noise from equipment operation.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; dexterity of hands and fingers to operate tools and equipment; see to perform repair duties; stand for extended periods of time; bend at the waist, crouch, and reach overhead, above the shoulders, and horizontally; push, pull, lift, and carry heavy objects and materials.

SAMPLE HAZARDS:

Subject to noise and fumes from equipment operation; exposure to fumes and vapors; work in a cramped or restrictive work chamber; work around and with machinery having moving parts.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date