

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## JOB TITLE: Transportation Service Person 1

### Job Purpose Statement/s:

The job of "Transportation Service Person 1" is done for the purpose/s of routine servicing of school vehicles/equipment, ensuring the availability of vehicles equipment in safe operating condition. This is an entry level, part-time, seasonal position that performs routine maintenance of district vehicles/equipment under the supervision of the transportation supervisor. This position does not supervise others

### Essential Job Functions:

- **Performs** preventative vehicle/equipment maintenance (e.g. oil changes, lubrication, filter changes, hose repair, tire assessment/changes, U-joints, exhaust belts, brake system repair) and other repair for the purpose of maintaining vehicles/equipment in a safe operating condition
- **Assists** the maintenance person in component repairs as needed
- **Maintains** records of service and reports major problems to the transportation supervisor
- **Maintains** tools, equipment, and/or shop area for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work environment.

### Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Drives** school bus as conditions require

### Essential Job Requirements - Qualifications:

**Experience Required:** One year related experience in small and/or heavy equipment maintenance

- **Skills, Knowledge and/or Abilities Required:** **Skills** to assist mechanic, operate hand, air and power tools. **Knowledge** of repairs, safe working methods and procedures, traffic laws, first aid, equipment necessary for performance of vehicle/equipment maintenance. **Abilities** to stand for prolonged periods, perform maintenance duties. Significant physical abilities include: lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling, hearing conversations and other sounds (e.g. air leaks), near/far visual acuity/depth perception and accommodation. Must be able to follow oral and written instructions.

**Education Required:** High School diploma or equivalent. Must have adequate supply of hand tools to perform repairs (i.e., socket set, wrenches, assortment of screwdrivers, pliers, hammers, etc.)

- **Licenses, Certifications, Bonding, and/or Testing Required:**

Valid Class A Driver's License w/airbrake and passenger endorsements; Criminal Justice Fingerprint Clearance, successful completion of school bus driver's exam, district-required drug screen, CPR and first aid card, and State and Federal random drug/alcohol testing.