

# **DOUGLAS COUNTY SCHOOL DISTRICT**

**Position Title: TRANSPORTATION – VEHICLE SERVICE TECHNICIAN**

Reports To: Fleet Manager/Shop Foreman

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## **POSITION SUMMARY**

Responsible for the maintenance and repair of all vehicles in the District fleet, primarily school buses, in order to assure the safe operation of the District Transportation Department. Develops and promotes good community relations among various community and school clientele.

## **TYPICAL RESPONSIBILITIES**

1. Performs scheduled and unscheduled repairs and maintenance on District vehicles.
2. Assists other Service Technicians when needed.
3. Keeps accurate records of work performed using District forms.
4. Performs service road calls for District vehicles.
5. Performs vehicle recovery when required.
6. Performs other related duties as assigned or requested.

## **POSITION REQUIREMENTS**

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Specialized classes beyond high school

### **MINIMUM EXPERIENCE**

Three (3) years on the job experience *or* one (1) year experience plus graduation from an accredited automotive, diesel, and/or a heavy equipment technical school.

### **SKILL REQUIREMENTS**

Verbal and written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Vehicle maintenance

Diagnosis and repair of:

Gas and diesel engines

Transmissions

Suspension systems

Steering systems

Brake systems

Electrical systems

Drive Train  
Computerized systems  
Knowledge of mechanics hand and power tools

### **GENERAL EXPECTATIONS**

Is flexible  
Has the ability to work cooperatively with supervisors and co-workers  
Has the ability to perform responsibilities without the necessity of close supervision  
Has the ability to effectively communicate with the school and school District community as well as the public at large  
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job  
Maintains a generally positive attitude  
Observes all District policies and procedures

### **LICENSES OR CERTIFICATION**

Valid Colorado Drivers License  
Must be able and willing to obtain the following certificates:  
CDL A/BP2S  
First Aid and CPR  
Department of Transportation, Brake Inspector Certificate  
Opacity Inspector License  
Defensive Driving Certificate  
CDE Inspector Certificate

### **ESSENTIAL ENVIRONMENTAL DEMANDS**

Noise, dirt and dust, odors, fumes, hazardous materials or situations, and temperature extremes

### **ESSENTIAL PHYSICAL REQUIREMENTS**

Frequent lifting five (5) to fifty (50) pounds, occasional lifting up to seventy-five (75) pounds  
Occasional sitting, and crawling  
Frequent extensive walking and climbing  
Constant bending, squatting, standing, reaching, kneeling and stooping

### **SUPERVISORY DUTIES - None**

### **WAGE SCHEDULE**

M3

Revised: February, 2011

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*