

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** TRANSPORTATION SUPPORT  
**TITLE:** VEHICLE MAINTENANCE TECHNICIAN I  
**CALENDAR:** [VEHICLE MAINTENANCE TECHNICIAN I](#)  
**SALARY:** [GRADE 13](#)

**Effective July 1, 2006, a post-offer physical and drug screening test is required for this position.**

### **Job Goal:**

Perform standard service adjustments on District vehicles/buses and to ensure availability of vehicles in safe operating condition.

### **Minimum Qualifications:**

- High School education or equivalent
- Valid, or ability to obtain, Arizona CDL class A driver's license and vehicle emissions license
- Ability to operate general shop equipment
- Ability to communicate effectively (verbal and written) and to establish and to maintain effective and cooperative working relationships
- Ability to work overtime and to change schedules with minimal notice; willingness to work non-regular hours
- Willingness to pursue educational goals to maintain basic job skills
- Satisfactory criminal background check
- Good communication and good human relations skills
- Successful driving record for the past five years
- Arizona commercial driver's license with Department of Public Safety School Bus Driver Certification that includes the DPS physical performance test (must obtain within first 6 months of position).
- Ability to make qualified decisions concerning vehicle repairs
- Good computational skills
- Ability to operate standard business equipment , including computer and utilize transportation software
- Ability to learn and adhering to all policies, regulations and procedures
- Vision and hearing adequate to exercise job responsibilities in a safe manner

### **Core Job Functions (can include, but not limited to):**

- Install, repair, clean, and maintain tires
- Service equipment by changing oil, lubricate moving parts, change filters and make service adjustments
- Check vehicles for worn parts; report and repair as appropriate
- Steam clean engines and parts and assist mechanic with equipment repair
- Make service calls for emergency repairs and operate light and heavy duty towing equipment for vehicle recovery
- Report vehicles not conforming to safety standards and perform minor repairs
- Keep accurate service records on gas oil, parts, etc
- Perform required paperwork and record keeping in a timely, neat and legible manner
- Perform refueling of district vehicles as required; may be required to wash buses and pump gas
- Clean and check air conditioning vents, AC filters, evaporator coils, and condenser coils
- Identifies, inspects, and replaces safety equipment on buses, including, but not limited to checking fire extinguisher inspection date, checking first aid kit for broken seals, and checking to be sure safety rules and regulation sheets are posted

- Monitors and records supplies used
- Inspects for and cleans graffiti from interior and exterior of buses
- Report interior and exterior damage
- Check oil, radiator, windshield washer and fuel levels
- Conforms to safety standards as prescribed
- Ability to work with solvents, detergents and adhesives
- Fabrication, repair and recovering of District vehicles
- Use upholstery tools and equipment
  
- Follow safe work procedures and keep shop area maintained and free from hazards
- Be flexible and performing other duties relating to general job function as assigned by the Fleet Supervisor
- Must wear district uniform and steel toed shoes
- Follow district policies as outlined
- All other duties as assigned

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

**Physical Requirements – Heavy Work**

- Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job.
- Employee must be able to stand and walk constantly on various floor surfaces while performing various duties, including but not limited to using push/pull force of up to 50 pounds for various machines.
- Employee must stand constantly and walk frequently lifting items of various sizes, up to 30 pounds. Items over 50 pounds require a second staff member to lift.
- Employee may rarely be required to climb ladders to perform various cleaning or maintenance tasks.
- Employees may be subject to travel, fumes, odors, chemicals, bloodborne pathogens, workspace restrictions, and loud noises.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.