

## Shop Laborer

### Purpose Statement

The job of Shop Laborer is done for the purpose/s of providing mechanic services with specific responsibility for performing assigned repairs and preventive maintenance; assisting lead mechanic; and ensuring that tools and materials are available at job site.

This job reports to Coordinator of Transportation

### Essential Functions

- Adjusts parts, components, systems (e.g. computerized systems, carburetors, valves, pistons, rings, bearings, etc.) for the purpose of ensuring the fitness and proper operation of all vehicles.
- Assists Coordinator of Transportation as needed for the purpose of completing difficult tasks and responding to coworker requests.
- Attends department in-service and safety meetings for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains tools, equipment and/or shop area (e.g. keeps working areas free of obstacles, grease, oil, and rags, cleans wash bay and shop sump pumps, removes snow where assigned, spreads salt for ice control, cleans parking lot, etc.) for the purpose of ensuring the availability of tools and equipment and safety within the workspace.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, break check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Performs minor body work (e.g. front ends, fenders, upholstery, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs road tests on all vehicles/school buses for the purpose of ensuring that vehicles are in safe operating order.
- Prepares written materials (e.g. repair and maintenance logs, parts lists, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Repairs assigned vehicle system components (e.g. engines, differential, clutch, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with constant and sustained interruptions; and ability to read, write and communicate clearly in English.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

**Continuing Educ. / Training**

Random Drug and Alcohol Testing

**Certificates and Licenses**

Bus Driver's Certificate

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Pre-Employment DOT Screening

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**