

Shop Laborer Job Description

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 the job site.

This job reports to the Transportation Coordinator.

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 Transportation Coordinator 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.
- Maintain tools, equipment and/or shop area (e.g. keeps working areas free of obstacles, grease, oil and rags, clean 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. repairs 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 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.

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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 analyze situations to define issues and draw conclusions. 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 events, gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. 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 the ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under the direct supervision using standardized practices and/or methods; 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 significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job 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 temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent

Certificates and Licenses: Valid CDL Driver's License with air brakes and S and P endorsements, DOT Physical, CPR/First Aid Certificate

Required Testing: Random Alcohol and Drug Test

Continuing Education/Training: Required annual trainings

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Non Exempt