

## **SHERWOOD SCHOOL DISTRICT 88J JOB DESCRIPTION**

**TITLE:** Vehicle Maintenance Specialist I

**REPORTS TO:** Director of Facilities

### **PURPOSE**

Provide skilled maintenance and repair to District vehicles. Drive school bus in emergency situations or when deemed necessary.

This is the entry level class within the Vehicle Maintenance Specialist series. Positions at this level typically perform similar duties as the Vehicle Maintenance Specialist II, but are not expected to perform with the same independence, judgment, problem-solving, and decision-making on matters relating to established procedures and methods and are also distinguished by the performance of the more routine tasks and duties assigned to positions within the series.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive supervision from Director and may receive guidance and direction from the Vehicle Maintenance Specialist II. Exercise no supervision.

### **QUALIFICATIONS**

To perform successfully in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of a high school diploma or equivalent
- Hold a valid Oregon School Bus Certificate and Class B CDL, demonstrate and maintain a comprehensive knowledge and understanding of all applicable laws, regulations, rules and District guidelines
- Have or have the ability to pass within 90 days of hire, the ODE School Bus

Inspector examination and be certified

- Meet the physical and mental standards necessary to perform the duties, and responsibilities of a school bus driver as required by the State and District policies and procedures
- Extensive knowledge of the mechanical operation of vehicles and small engines
- Three years experience in mechanical repairs
- Must have own tools sufficient to perform job responsibilities
- Ability to drive a school bus safely and a driving record that conforms to ODE requirements
- Knowledge of diagnostic equipment such as scopes, scanners and laptops
- Computer skills sufficient to use district e-mail and complete maintenance reports
- Knowledge of basic methods, tools and equipment used in maintenance repair of vehicles and other equipment
- Knowledge of safe work practices
- Ability to effectively work and communicate with school personnel from diverse cultures or backgrounds
- Ability to understand and follow verbal and written communication
- Ability to work harmoniously and communicate with students, parents and school personnel from diverse cultures or backgrounds

### **ESSENTIAL RESPONSIBILITIES**

- Inspect and diagnose a variety of mechanical, electrical and body work needs and repair accordingly
- Read and apply technical and mechanical diagrams, schematics and repair manuals
- Locate, diagnose and repair defects in vehicles and other equipment
- Install new equipment and parts and repair existing equipment and parts
- Repair tractors, mowers, and other small engines
- Perform tune-ups as needed
- Maintain vehicle records for maintenance and compliance with safety rules and State statutes
- Cultivate and model a respectful working environment

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties as necessary that still

reflect the essential functions of the department.

### **WORKPLACE EXPECTATIONS**

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work setting.
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all district policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron

### **EVALUATION**

Performance of this job will be evaluated in accordance with the provisions of the Collective Bargaining Agreement between Sherwood School District 88J and Oregon School Employees Association Chapter #103.

### **ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES:**

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.

- The employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb up and down step stool, bend under the desks, twist from the waist, and stoop, kneel, crouch, or crawl
- The employee must frequently lift and/or move up to 100 pounds
- Specific vision abilities required by this job including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

## **AN EQUAL OPPORTUNITY EMPLOYER**

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

## **EMPLOYEE STATEMENT**

"I have reviewed the above position and understand its contents."

"I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s)."

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Employee Name (Print)

Date

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Employee Signature

Date

**Pay schedule and pay grade will be based on current Oregon School Employee Association Chapter #103 Classified Agreement.**

**Last Revised:** June 2019

**Sherwood School District**  
**21920 SW Sherwood Blvd.**  
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