Job Title: Vehicle Service Assistant

Job Summary:
Under the direction and supervision of the Director of Transportation or designee, this position will perform all required preventative maintenance and regular vehicle safety inspections, including maintenance and repair of bus seats.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Change oil and filters, lubricate chassis, adjust brakes, wheel bearings and other assemblies, winterization of equipment, repair tires and snow chains.
- Maintain lube and oil service and perform safety inspections on all buses as scheduled.
- Maintain necessary shop records on service work performed.
- Use pressure washer to clean undercarriages and engines as required.
- Assist in cleaning and organization of the shop and parts room.
- Assist in performing general tune-ups, utilizing diagnostic equipment.
- Perform minor road-side repairs or recovery operations as required and directed by the Lead Mechanic.
- Pick up shop supplies or parts as directed.
- Sew and repair bus seats as needed.
- Assist in pick up and/or delivery of vehicles to outside vendors for repair.
- Perform other duties as directed by the Lead Mechanic or supervisors.
- Perform general tune-ups on existing gas equipment.
- Make minor road-side repairs as required.
- Repair and replace seats, glass, sheet metal, latches and other body components and assemblies.
- Assist in cleaning and organization of the shop, parts room and other maintenance facilities.
- Complete vehicle maintenance forms and records utilizing district software program.
- Assist as substitute school bus driver when required.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Comply with all District policies and all applicable laws.
- Perform special assignments and other duties as assigned or required by the supervisor.
Essential Physical Demands:
This list of essential physical demands is not exhaustive and may be supplemented as necessary.
Depending upon individual assignment, the employee may perform all or a combination of several of the following demands:

- Must be in good physical health, capable of lifting up to 50lbs, working at various heights, and perform various types of physical labor for an 8-hour shift.
- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50lbs or less. Stand or walk 95 percent of the workday.
- Job requires frequent squatting, bending, stooping or twisting at the neck and trunk while performing the essential job functions.
- Required to stand and walk, use hands and fingers to handle or feel objects, and be able to hear or talk to others.
- Must be able to climb and carry ladders.
- Must be able to walk in adverse weather conditions.
- Health and physical stamina to stand on feet for extended periods of time.
- Ability to work quickly and accurately in a fast-paced environment.

Desired Skills:
- Preference for current ASE certification for school bus repair and maintenance.
- Ability to repair and maintain small equipment.
- Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the public.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:
- Possess (or ability to obtain within 2 months of employment) a valid Class B CDL with School Bus and Passenger endorsements.
- Possess (or ability to obtain within 2 months of employment) Washington School Bus Driver’s Authorization in accordance with WAC 392-144.
- Required to have a valid First Aid card including CPR and training for HIV/AIDS procedures.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility, CDL preferred.
• Proof of COVID-19 vaccination or approved medical or religious exemption request prior to first day of work per State mandate.
• Proof of Immunization (if born 1/1/57 or later).
• I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
• Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Vehicle Service Assistant shall be evaluated per the terms of the Public-School Employees Collective Bargaining Agreement and the Director of Transportation. The process shall include an evaluation of the employee’s performance of the above essential job functions, essential physical demands, and desired skills.

Classification History:
Job description developed: March 2016 mmr
Job description revised: September 2022 lme

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Compliance Coordinator: Brian Talbott, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 talbottb@evsd.org. ADA/Civil Rights Compliance Coordinator: Jane Stencel, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 stencelj@evsd.org. Section 504 Coordinator: Heather Awbery, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, awberyh@evsd.org