

MONTEREY COUNTY OFFICE OF EDUCATION

FLEET MAINTENANCE TECHNICIAN

CLASSIFICATION: Classified
SALARY LEVEL: 34.5

DEFINITION:

Under the general direction of the Supervisor III, Transportation or designee, the Fleet Maintenance Technician is responsible for the maintenance and assignment of vehicles including buses, fleet cars and rental vehicles; performs general clerical and accounting duties; drives a school bus as needed.

SUPERVISOR:

Supervisor III - Transportation

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

Fleet Maintenance Technician Duties:

- Conducts or arranges for vehicles safety inspection; arranges and processes car rentals for various MCOE departments
- Acts as a liaison between mechanics, vendors, California Highway Patrol personnel and MCOE
- Systematically maintains MCOE fleet vehicles as assigned
- Makes minor repairs and corrections to vehicles
- Shuttles buses and vehicles to and from maintenance facilities and drivers as necessary
- Prepares vehicle specifications
- 24/7 on call for school bus breakdown and emergencies and travel to remote site as required
- Attends school bus accident scene to provide appropriate legal reports and documentation as required
- Performs road checks to maintain driver proficiency

Bus Driver Duties:

- Safely transports school children with disabilities to and from special classes within prescribed routes and time schedules
- Escorts and assists children on and off vehicles while cooperating with staff and parents/guardians
- Maintains control of pupils using methods suitable to the individual pupil needs
- Operates wheelchair ramp and lift; safely and properly secures wheelchairs in the bus
- Conducts safety and operations inspections of assigned vehicle daily, advises on necessary repairs
- Maintains accurate daily record of mileage, time, fuel, and oil
- Attends mandatory driver training programs to maintain current knowledge of California Vehicle Code and the Education Code as it applies to the operation of vehicles in the transporting of school children
- Administers first aid and CPR as necessary

Clerical Duties:

- Maintains complete, current and accurate records related to vehicles, assuring compliance with California Department of Education, California Highway Patrol requirements, and California Vehicle Codes Review daily vehicle inspection reports
- Issues and maintains records on fuel cards for various MCOE departments
- Processes purchase requisitions, maintenance and fuel requisitions
- Monitors vendors for quality and service
- Assists in preparing cost estimates for budget and planning purposes
- Assists in establishing and updating bus routes and times schedules
- Use computer data base programs to monitor the transportation operation and operate standard office machines
- Prepare and analyze various reports throughout the year
- Answer telephones and respond to questions from employees, vendors, and others
- Prepares and maintains complex records and reports as required by the District and the law
- Complies with County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Performs other related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and operate bus and automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive a bus or automobile; physical strength sufficient to lift fifty (50) pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen, chemicals, cleansers, petroleum products (gasoline, diesel fuel, oil); mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Must be eighteen (18) years of age or older
- Five (5) years of bus driving experience

Knowledge of:

- Safe driving practices
- First-aid practices
- Safety rules and regulations
- School bus inspection regulations and requirements
- Principles and procedures of recordkeeping
- Tools and terminology used in vehicle service and repair work
- Diesel, gasoline, and alternatively fueled engines and related tool or equipment used for preventative maintenance procedures and minor repairs
- Fuels, fluids, and chemicals used in maintenance and operation of buses and other automotive vehicles, including compressed natural gas, gasoline, oil, transmission or brake fluid, battery acid, etc.
- Standard arithmetic and basic business English, spelling, grammar, and punctuation

- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and reporting writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices

Skills and Abilities:

- Understand and carry out assigned work under general supervision
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Analyze situations accurately and adopt an effective course of action
- Use initiative and judgment in discussing problems with the public and district staff, involving District practices and policies
- Perform under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions
- Perform manual labor
- Use tools required for minor vehicle service and repair work
- Demonstrate and apply safe work practices and procedures to avoid injury to self and others
- Drive a school bus or other automotive equipment safely and efficiently
- Learn designated bus routes and meet schedules
- Manage students with disabilities on a school bus
- Identify, diagnose, and make minor repairs for mechanical defects or problems
- Read, interpret, and understand maintenance manuals, mechanical and electrical schematics or diagrams
- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Gather information, analyze data, and make appropriate decisions
- Maintain accurate records
- Determine and meet schedules and timelines
- Communicate effectively in the English language both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work both independently and function effectively within a team setting

Desirable Qualifications:

- Associate of Arts degree from an accredited college
- ASE (Automotive Service Excellence) Certifications are HIGHLY desirable; particularly applicable bus certificates
- Previous experience in a school district or government entity

Licenses and Certificates:

- Valid Class B-P,S California Operator's License
- California Special Driver's certificate issued every five (5) years by the California Highway Patrol
- Valid Medical Certificate
- Valid First Aid and CPR Certificate within 6 months of employment

Available Pay Stipends:

- There is an additional 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish and Braille, as certified by MCOE.

Adopted by the Monterey Office of Education: (revised 12-10-15)