

# Antelope Valley Schools Transportation Agency

## VACANCY ANNOUNCEMENT

**POSITION:** Servicer – Day Shift / Number To Be Determined

**PRIMARY PURPOSE:**

Under supervision of Fleet Manager and/or Lead Mechanic participate in the repair, maintenance, and service of buses, Agency vehicles, and all other transportation equipment.

**DESIRABLE QUALIFICATIONS:**

1. Completion of 12th grade or equivalent.
2. One year experience in service or mechanical work in heavy duty garage.
3. Knowledge of tools, equipment and methods used in the maintenance of all motor vehicles.
4. Knowledge of CALOSHA safety regulations, standards, and procedures.
5. Ability to plan and organize work and see that the work is executed effectively and in a timely manner.
6. Ability to follow oral and written instructions regarding vehicle maintenance.
7. Ability to prepare records and reports as they pertain to equipment and vehicle.
8. Must be able to be insured and continue to be insurable by the Agency's liability insurance carrier.
9. Must be able to qualify to acquire a California Class B Operator's License.

**SPECIAL WORKING CONDITIONS:**

Maintain emotional control under stress. Prolonged and irregular hours may be required. Work outside and inside with moderate exposure to extreme temperatures. Work extended periods of time standing. Must be able to lift heavy equipment, tools, and parts.

**REPORTS TO:** Fleet Manager  
**SUPERVISES:** None  
**TERMS OF EMPLOYMENT:** 12-month  
**WAGE/HOUR STATUS:** M- 3 \$22.11 - \$26.87

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Dispense fuel to all Agency equipment.
2. Check and maintain appropriate levels of all engine fluids in all Agency vehicles and vehicles maintained by the Agency.
3. Maintain the cleanliness of all Agency vehicles.
4. Wax exteriors and clean interiors of buses and Agency vehicles as needed.
5. Steam clean engine chassis, and motor parts.
6. Assist in the replacement of glass in cars, trucks and buses.
7. Assist with minor repairs on vehicles and equipment– belt replacement, bulb replacement, seat repair.
8. Assist with tire replacement and repair.
9. Assist with maintaining the cleanliness of the shop and shop equipment.
10. Assist with routine custodial duties for Agency grounds and facilities.
11. Maintain accurate records of materials and supplies used.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

**EVALUATION:**

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

*Any employee interested in being considered for this position shall notify the Agency in writing and must be received by Josie Delgado, Human Resources Administrator, position is **OPEN UNTIL FILLED.***

“AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER”