

# Springfield Public Schools

## Utility Transportation Worker - 11-Month Position - Transportation Department (18-19-41)

### JOB POSTING

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#### Job Details

<i>Title</i>	<b>Utility Transportation Worker - 11-Month Position - Transportation Department</b>
<i>Posting ID</i>	<b>18-19-41</b>
<i>Description</i>	<b><u>PURPOSE</u></b>

Provides Cleaning and Fueling Support for District Vehicles and facilities.

Fuels, Inspects and Washes the interior and exterior of School Buses and District Vehicles. Provides backup support as a School Bus Driver and to the Bus Service Worker

#### **NATURE AND SCOPE**

Performs work of a procedural and recurring nature in accordance with clearly defined procedures and guidelines.

#### **DISTINGUISHING CHARACTERISTICS**

Utility Transportation Workers are distinguished from the Utility Custodial and other Transportation Positions because duties of fueling, cleaning/sanitizing interiors and exteriors of vehicles will be the main purpose of this position.

#### **ESSENTIAL JOB FUNCTIONS**

1. Fuels, cleans and washes the exteriors of school buses and district vehicles.
2. Clean and sanitize the interiors of school buses and vehicles including windows, floors, seats, hand railings, steps, driver's compartments etc.
3. Provides assistance in the moving of large or heavy objects.
4. Inspects, empties trash, fuels, sanitizes and cleans interiors and exteriors of School Activity Vehicles.
5. Empties Trash around the Transportation Facility
6. Provides light maintenance support to the Bus and Fleet Repair Shop
7. Provides backup support to School Bus Driving.

#### **OTHER JOB FUNCTIONS**

Perform other cleaning and light mechanical related duties as assigned.

#### **WORKING CONDITIONS**

The work is performed primarily in the Transportation area, indoors and outdoors. The work involves physical abilities in cleaning. Employees are exposed to cleaning chemicals, disinfectants and high pressure devices.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of effective vehicle cleaning practices, procedures and equipment.
- Ability to follow verbal and written instructions.
- Ability to follow schedules.
- Ability to work independently for long periods of time.
- Ability to operate vehicle washing equipment.
- Ability to physically perform the assigned duties including but not limited to:
- Lift and move objects up to 75 lbs.
- Stand and walk for extended periods of time.
- Climb stairs and ladders.

**QUALIFICATIONS**

To perform this job successfully, 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.

**Education and/or Experience:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. Previous experience working in transportation or bus driving position preferred.

**Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to remain calm and professional in an environment with frequent interruptions.

**Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform these operations using units of American money and weight measurement and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** General knowledge of computer usage and ability to use e-mail. Other Skills and Abilities: Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to prioritize work tasks and exercise good judgment while working in a dynamic environment.

**Certificates, Licenses, Registrations:**

Must have a Valid Oregon Class B Commercial Driver License and Oregon Department of Education Pupil Transportation Certificate or the ability to obtain one within 60-days of acceptance of employment.

The work environment is a standard transportation setting. The noise level in the work environment is usually moderate, but occasionally high depending upon activities. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, moving mechanical parts, fumes and airborne particles, vibration, and heavy traffic patterns. The employee may be exposed to bodily fluids and blood borne pathogens.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

*Shift Type***Full Time***Salary Range***Range 8 / Hourly***Location***TRANSPORTATION****Applications Accepted***Start Date***07/11/2018**