



# PECOS-BARSTOW-TOYAH ISD

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**Job Title:** Fleet Technician  
**Reports to:** Lead Mechanic  
**Dept./School:** Maintenance Dept.

**Exemption Status/Test:** Nonexempt  
**Pay Grade:** Auxiliary/Maintenance  
**Date Revised:** 08.08.2023

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## ***Primary Purpose:***

Perform daily cleaning and service of buses and vehicles.

## **Qualifications:**

Special Knowledge/Skills:

Ability to visually inspect and service vehicles

Ability to understand and follow written or verbal instructions

Ability to communicate effectively with others

## **Experience:**

None

## **Major Responsibilities and Duties:**

### **Maintenance and Repairs**

1. Perform visual inspection of vehicles and report any defects or repairs as needed.
2. Perform minor maintenance and repairs as directed. May include repairing seat surfaces, replacing bulbs and lenses, and replacing windshield wipers.

### **Service**

3. Perform routine daily service as directed including checking tire air pressure, checking oil and other fluid levels, and cleaning bus both inside and out. Fill tires and replace fluids as needed.
4. Fuel buses and maintain accurate records of use.

### **Safety**

5. Operate tools and equipment according to established safety procedures.
6. Follow established safety procedures and techniques to perform job duties including lifting and climbing.

7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
8. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Small hand tools; small power tools

**Posture:** Moderate standing, sitting; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Moderate walking, climbing ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

**Lifting:** Moderate lifting and carrying (15–44 pounds) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, exhaust fumes, gasoline and diesel fuel, toxic chemicals and materials; work in tight spaces and in uncomfortable positions; regularly work irregular hours; occasional prolonged hours

**Mental Demands:** Maintain emotional control under stress

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*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_