

Job Description Technician Helper for Community Bus Services

Job Title	Technician Helper
Division/Department	Yellow Bus
Reports To	Maintenance Supervisor
Direct Reports	
Key Relationships	Facility Management, Drivers
Role Purpose	This position will maintain and repair the Company vehicle fleet.

X	Full Time
	Part Time
X	Hourly
	Salary
X	Front-Line Employee
	Supervisor
	Manager

Essential Attributes

- Willingness to assist other Technicians
- Project a professional and positive attitude towards fellow associates and customers
- Must be able to maintain good communication lines with Supervisors, Dispatch, Drivers and Attendants.
- Must be able to maintain good work habits with timeliness of repairs

Physical Requirements and Workplace Conditions

Physical Activity	% of Job	Workplace Conditions	% of Job
Grasping/Fine Manipulation	50%	Subject to hazards, including proximity to moving vehicles, electrical current, exposure to high heat or chemicals	100%
Reaching	50%	Subject to various environmental conditions, activities occur inside and outside	100%
Walking	50%	Required to function in narrow aisles or passageways	70%
Pushing/pulling	50%	Subject to vibration, oscillating movements of extremities or whole body	60%
Standing	50%	Subject to noise, sufficient to cause the employee to shout in order to be heard	50%
Lifting	40%	Extreme heat, temperature above 100 degrees for periods of more than one hour	20%
Stooping/Crouching	40%	Extreme cold, temperature below 32 degrees for periods of more than one hour	15%
Talking	40%		
Balancing	25%		
Climbing	25%		
Sitting	5%		

Other Job Physical Requirements

- Must be able to pass a T-8 physical and must be able to lift 50 pounds
- Must submit to and pass company drug testing including pre-employment, random, reasonable suspicion, and post-accident

Essential Skills and Related Education or Work Experience

- Must be at least 18 years of age with minimum of two years driving experience as determined by the Ohio Pupil Transportation Operation and Safety Rules
- Must obtain a valid Commercial Driver's License with Passenger Transport, Air Brake, and School Bus Driver endorsements within three months of initial starting date.
- Should have a minimum of six {6} months verifiable experience as a truck technician or equivalent education.
- Must have basic knowledge and skills for arc and oxygen-acetylene welding.
- Should own a basic set of mechanics tools.

- Must be willing and able to successfully complete two (2) ASE Medium/Heavy Truck Technician or two ASE Automobile Technician certification tests (one test must be either T4 or A5, Brakes) within twenty- four (24) months of initial employment, and continue to remain certified through recertification testing.
- Possess and maintain a clean driving record, a clean police record, including passing all required background checks for working with or around school age children or special need individuals

Key Responsibilities	Deliverables/Outcomes
Primary Job Duties	<ul style="list-style-type: none"> • Perform repairs assigned by the Maintenance Supervisor • Perform routine and preventive maintenance on the entire fleet including oil, lube, brakes, gas engine tune ups, and other minor repairs • Complete all Maintenance forms with the appropriate information. • Maintain the Companies quality standards in all repairs. • Have repairs checked and approved by the Maintenance Supervisor or Lead Technician.
Team Participation	<ul style="list-style-type: none"> • Maintain a cooperative attitude with fellow maintenance personnel. • Cooperate with the Operations Department for the purpose of maintaining a safe and reliable vehicle fleet
Customer Service	<ul style="list-style-type: none"> • Perform maintenance on customer’s fleets • Readiness for duty per Company policy. • Strive for a positive cooperative attitude with all coworkers, direct reports employees, management, students and their parents, passengers and their family or caretakers, school personnel, law enforcement or traffic control, and other members of the community
Operational Management	<ul style="list-style-type: none"> • Keep work area clean. • Building maintenance as required.
Relationship Management	
Health and Safety	<ul style="list-style-type: none"> • Attend all required in-service and safety training and other required meetings. • Maintain a safe working environment. • Observe all safety procedures and use the required safety equipment. • Operate all Company vehicles using safe and responsible procedures.