



**Dallas County
Schools**

Strengthening Education Through Service

JOB OPENING

POSITION: General Services (233 Days)
(Multiple Positions Available)

REPORTS TO: Lead Technician

LOCATION: To Be Determined

SALARY RANGE: 18,000 + (Commensurate with Education & Experience)

Position Requirements:

- High School Diploma or GED and related work experience
- Maintain a Commercial Drivers License-Class "A" or "B" with "P" & "S" endorsement
- Maintain a School Bus Driver Certification
- Current Texas School Bus Driver Physical
- Good attendance record
- Clear criminal record and driving record
- Perform minor vehicle repairs or service (lights, lenses, fluids, etc...)
- Assist Shop Foreman and Technicians as directed
- Fuel or assist Drivers with the fueling of vehicles
- Wash buses
- Excellent communication and inter[ersonal skills
- Assist in maintaining an orderly and clean repair facility
- Operate vehicle for pick/updilivery or errands as directed

Please see attached Job Description:

Last day to apply: Until Filled

Address All Application Materials to:
Dallas County Schools - Human Resources Department
612 N. Zang Blvd, Dallas, TX 75208

Posted 1/12/09



Dallas County Schools

Strengthening Education Through Service

Job Description

Job Title: General Service

Group Status: Non-Exempt

Reports To: Lead Technician

Pay Grade: NE-4

Department: Transportation

Date Revised: 1/12/09

Primary Purpose:

To ensure timely distribution of repair and maintenance items throughout DCS operation. Help Mechanics repair and maintain all vehicles.

Qualifications:

Education/Certification:

High School Diploma or equivalent (ex. G.E.D.)

Maintains the commercial Drivers License A or B with "P" & "S" endorsements

Maintain School Bus Driver Certificate

Current Texas School Bus Driver Physical

Two (2) years mechanical experience

Special Knowledge/Skills:

Ability to diagnose minor mechanical problems and perform repairs with supervision

Ability to operate tools and equipment involved in vehicle repair

Ability to lift heavy equipment and vehicle parts

Ability to pass alcohol and drug test

Ability to pass required bus driver safety training

Acceptable driving record

Ability to operate a school bus

Acceptable communications, public relations, and interpersonal skills

Must be willing to progress to mechanic level with training

Major Responsibilities and Duties:

Personal Effectiveness:

1. Positive Attitude: Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. Cooperation: Works effectively with others.

3. Dependability: Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
4. Judgment: Exhibits good judgment in decision making and problem solving.
5. Initiative: Recognizes needs of job and suggests ways to improve efficiency and productivity.

Job Specific Responsibilities:

6. Establishes an efficient and effective system of routine automotive maintenance and preventive care.
7. Assists in identifying potential mechanical problems of vehicles.
8. Assists in shipping and receiving.
9. Promotes high standards of safety and acceptable housekeeping methods in all working areas.
10. Performs General Inspection duties such as Fluid inspections, Bus Washing, Fuel Attending functions and recognition and repair of all safety equipment.
11. Perform minor vehicle repairs or service (lights, lenses, etc.)
12. Assist Shop Foreman and Technicians as directed.
13. Assist in maintaining an orderly and clean repair facility.
14. Operate vehicle for pickup/delivery or errands as directed.
15. Strong communication and interpersonal skills.
16. Demonstrates leadership with proper attendance and punctuality.
17. Follows the chain of command as noted in organizational policy.
18. Uses time wisely to ensure productivity and efficiency.
19. All other duties assigned by supervisor.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling and reaching. Work outside and inside, around moving objects, vehicles and machinery with moving parts. Exposed to dampness and humidity, toxic chemicals, exhaust fumes, gasoline and diesel fuel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ Date: _____
(Supervisor)

Reviewed by: _____ Date: _____
(Employee)