

**NEW:** Revised:      Submitted:  
 07/01/2019      06/11/2019  
 08/21/2024      08/20/2024

|                        |                     |
|------------------------|---------------------|
| JOB TITLE:             | ATTENDANT COMPOUND  |
| DIVISION               | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | 1B, GRADE 3         |
| WORK YEAR:             | 230 DAYS            |
| FLSA STATUS:           | NON-EXEMPT          |
| JOB CLASS CODE:        | 8802                |
| BARGAINING UNIT:       | CLAE                |

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the daily inspection and fueling of all vehicles owned by the school system. Performs preventive maintenance including minor mechanical repair on vehicles at the work site to reduce transportation to the central garage.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Pumps all fuel
- Assumes responsibility for having driver sign fuel tickets identifying the actual gallons and speedometer readings by vehicle and initialing
- Receives daily trip tickets from each driver indicating vehicle condition and needed repair, if any
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Assumes responsibility for preventive maintenance including inspecting all vehicles on a monthly basis in order to stay in compliance with the State Department of Transportation regulations
- Assumes responsibility for checking all oil levels in vehicles on a daily basis, giving number of assigned vehicles
- Checks each delivery tanker with gasoline/diesel fuel to be dropped at the site, identifying the metered reading on the truck and/or the seal being intact on the valve from each compartment. Also, checks from the top of the tanker each compartment when totally unloaded; takes stick readings before and after fuel drop from tanker
- Assumes responsibility for quality and completion of all work assigned
- Reads and records the fuel meter on each pump when reporting on duty and when leaving at the end of his shift; takes stick readings at start of shift
- Makes water test before and after each fuel drop from tanker
- Keeps fuel pumps and storage tanks locked
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. **This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.**

### MINIMUM QUALIFICATIONS

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| High School Diploma or G.E.D.  |
| Knowledge of vehicle maintenance   |
| Experience in fuel dispensing  |
| Demonstrated ability to keep accurate records  |
| Must have a valid driver's license   |
| <del>Must have a valid Commercial Driver's License (CDL)</del> Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire |
| Effective communication skills   |

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| <b>DESIRABLE QUALIFICATIONS</b> |
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| Knowledge of computer data terminals                         |
| Ability to perform mechanical repairs to combustible engines |
| Ability to work with people in a positive manner             |
| Experience in a diverse workplace                            |



Revised: 08/21/2024  
Submitted: 08/20/2024

|                        |                    |
|------------------------|--------------------|
| JOB TITLE:             | ATTENDANT COMPOUND |
| DIVISION               | OPERATIONS         |
| SALARY SCHEDULE/GRADE: | 1B, GRADE 3        |
| WORK YEAR:             | 230 DAYS           |
| FLSA STATUS:           | NON-EXEMPT         |
| JOB CLASS CODE:        | 8802               |
| BARGAINING UNIT:       | CLAE               |

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the daily inspection and fueling of all vehicles owned by the school system. Performs preventive maintenance including minor mechanical repair on vehicles at the work site to reduce transportation to the central garage.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Pumps all fuel

Assumes responsibility for having driver sign fuel tickets identifying the actual gallons and speedometer readings by vehicle and initialing

Receives daily trip tickets from each driver indicating vehicle condition and needed repair, if any

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

Assumes responsibility for preventive maintenance including inspecting all vehicles on a monthly basis in order to stay in compliance with the State Department of Transportation regulations

Assumes responsibility for checking all oil levels in vehicles on a daily basis, giving number of assigned vehicles

Checks each delivery tanker with gasoline/diesel fuel to be dropped at the site, identifying the metered reading on the truck and/or the seal being intact on the valve from each compartment. Also, checks from the top of the tanker each compartment when totally unloaded; takes stick readings before and after fuel drop from tanker

Assumes responsibility for quality and completion of all work assigned

Reads and records the fuel meter on each pump when reporting on duty and when leaving at the end of his shift; takes stick readings at start of shift

Makes water test before and after each fuel drop from tanker

Keeps fuel pumps and storage tanks locked

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

### MINIMUM QUALIFICATIONS

|   |
|---|
| High School Diploma or G.E.D.   |
| Knowledge of vehicle maintenance  |
| Experience in fuel dispensing   |
| Demonstrated ability to keep accurate records   |
| Must have a valid driver's license  |
| Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire |
| Effective communication skills  |

|                                 |
|---------------------------------|
| <b>DESIRABLE QUALIFICATIONS</b> |
|---------------------------------|

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|--|
| Knowledge of computer data terminals                         |
| Ability to perform mechanical repairs to combustible engines |
| Ability to work with people in a positive manner             |
| Experience in a diverse workplace                            |



NEW: Submitted:  
08/21/2024 08/20/2024

|                        |  |
|------------------------|--|
| JOB TITLE:             | COORDINATOR ELECTRICAL MAINTENANCE AND RENOVATIONS |
| DIVISION               | OPERATIONS   |
| SALARY SCHEDULE/GRADE: | II, GRADE 7  |
| WORK YEAR:             | AS APPROVED BY THE BOARD                           |
| FLSA STATUS:           | EXEMPT   |
| JOB CLASS CODE:        | 0000   |
| BARGAINING UNIT:       | CLAP   |

**SCOPE OF RESPONSIBILITIES**

Performs on-site field inspection of contract work under Maintenance, Renovation, and Property Management Division. The areas of assignment are low, medium and high voltage electrical design and construction.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

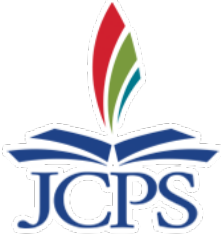
- Coordinates and manages electrical projects under \$1 million dollars and electrical system replacement projects for the Maintenance Department and vendors on bid.
- Oversees vendors, architects, or engineers during design of small electrical construction projects
- Oversees electrical contractors performance and acts as a liaison for Maintenance projects
- Reviews electrical plans of construction projects to ensure compliance with district standards
- Advises Specialist of Renovations on validity of contractor pay requests
- Review's validity of change order requests for work and payment amount(s) submitted by contractors
- Coordinates schedules with principals, building heads and custodial staff
- Maintains complete and comprehensive job files on each field project assigned
- Coordinates emergency repairs to ensure efficiency of operations
- Coordinates workforce meetings and training with vendors on new equipment and tools
- Assigns, reviews, and inspects work assigned to electrical employees
- Supervises and evaluates assigned staff
- Implements best practices and standard operation procedures with the workforce to ensure efficiency of operations
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

This work is conducted in an office setting, school-based setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location. The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

| MINIMUM QUALIFICATIONS   |
|--|
| High School Diploma or G.E.D.  |
| Holds a current Kentucky Masters Electrical license  |
| Five (5) years of successful experience in field related to assignment                                   |
| Capable of reading and understanding contract documents, I.E., drawings, specifications, contracts, etc. |
| Experience managing multiple electrical projects simultaneously  |
| Basic understanding of project administration processes (construction management)                        |
| Background knowledge and interpretation of applicable electrical codes and regulations                   |
| Valid driver's license   |
| Demonstrated ability to prepare easily understood verbal or written correspondence                       |
| Effective communication skills   |

| DESIRABLE QUALIFICATIONS                                   |
|--|
| Bachelor's Degree or higher in field related to assignment |
| Experience in a diverse workplace                          |



REVISED: Submitted:  
 08/21/2024 08/20/2024  
 01/24/2024 01/23/2024

|                        |                          |
|------------------------|--------------------------|
| JOB TITLE:             | LEAD WORKER              |
| DIVISION               | OPERATIONS SERVICES      |
| SALARY SCHEDULE/GRADE: | IB, GRADE 11             |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8792                     |
| BARGAINING UNIT:       | CLAE                     |

### SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills. Trains other mechanics and works as lead mechanic.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule

Evaluates and/or diagnoses repairs and progress of repairs at intervals during the work period

Makes necessary checks to stockroom to procure parts and information on parts

Trains mechanics on preventive maintenance inspections, vehicle records, and proper work procedures

Works as a mechanic and with mechanics to evaluate, train and motivate them

Maintains vehicle records

Dispatches mechanics on service runs

Analyzes combustible engine failure by using electronic testing equipment

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

Supervises the garage in the absence of the foreman

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

### PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

### MINIMUM QUALIFICATIONS

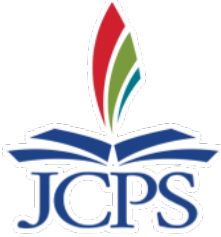
High School Diploma or G.E.D.

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|--|
| Working knowledge of buses, trucks, and cars   |
| <del>Must have a valid Commercial Driver's License (CDL)</del> Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire |
| Master Automotive Service Excellence certification. Good for the life of employment, no need to retest   |
| Effective communication skills   |

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| <b>DESIRABLE QUALIFICATIONS</b> |
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|--|
| Knowledge of applicable school system policies and procedures                    |
| Ability to analyze combustible engine failure by using electronic test equipment |
| Working knowledge of both gasoline and diesel engines                            |
| Ability to work with people in a positive manner                                 |
| Experience in a diverse workplace  |





REVISED:  
08/21/2024

Submitted:  
08/20/2024

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|------------------------|--------------------------|
| JOB TITLE:             | LEAD WORKER              |
| DIVISION               | OPERATIONS               |
| SALARY SCHEDULE/GRADE: | IB, GRADE 11             |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8792                     |
| BARGAINING UNIT:       | CLAE                     |

### SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills. Trains other mechanics and works as lead mechanic.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule

Evaluates and/or diagnoses repairs and progress of repairs at intervals during the work period

Makes necessary checks to stockroom to procure parts and information on parts

Trains mechanics on preventive maintenance inspections, vehicle records, and proper work procedures

Works as a mechanic and with mechanics to evaluate, train and motivate them

Maintains vehicle records

Dispatches mechanics on service runs

Analyzes combustible engine failure by using electronic testing equipment

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

Supervises the garage in the absence of the foreman

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

### PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

|  |
|--|
| Working knowledge of buses, trucks, and cars   |
| Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire      |
| Master Automotive Service Excellence certification. Good for the life of employment, no need to retest |
| Effective communication skills   |

|                                 |
|---------------------------------|
| <b>DESIRABLE QUALIFICATIONS</b> |
|---------------------------------|

|  |
|--|
| Knowledge of applicable school system policies and procedures                    |
| Ability to analyze combustible engine failure by using electronic test equipment |
| Working knowledge of both gasoline and diesel engines                            |
| Ability to work with people in a positive manner                                 |
| Experience in a diverse workplace  |



REVISED:                      Submitted:  
 08/21/2024                    08/20/2024  
 07/01/2024                    03/26/2024

|                        |                                     |
|------------------------|-------------------------------------|
| JOB TITLE:             | SUPERVISOR MANAGER FLEET MANAGEMENT |
| DIVISION               | OPERATIONS                          |
| SALARY SCHEDULE/GRADE: | II, GRADE 8-10                      |
| WORK YEAR:             | AS APPROVED BY THE BOARD            |
| FLSA STATUS:           | EXEMPT                              |
| JOB CLASS CODE:        | 8789                                |
| BARGAINING UNIT:       | CLAP                                |

**SCOPE OF RESPONSIBILITIES**

Supervises the maintenance of school buses and Board owned cars and trucks. Responsible for purchasing of new vehicles per KDE specifications and oversees fuel service at all bus compounds/garages.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises and coordinates the general maintenance of all vehicles
- Assists in supervising compound attendants and their job responsibilities
- Assists in scheduling interviews for mechanics, supervisors and make recommendations
- Conducts in-service training sessions with mechanics to ensure the unit stays abreast of the latest technological development in automotive repair
- Conducts evaluations of the productivity of employees and makes appropriate recommendations concerning an employee's performance
- Recommends measures to improve efficiency, production and new equipment purchases for the fleet
- Tracks all safety training, Automotive Service Excellence certification, Commercial Driver's License certification, Department of Transportation physicals for all employees and maintains a database of employees
- Assists in all warranty issues for buses and support vehicles
- Assists with revisions and implementation of Vehicle Maintenance Department Standard Operating Procedures
- Assists with bid specifications for replacement support vehicles: engine, tire size, etc. for standardization of support vehicles
- Represents Jefferson County Schools on Kentucky School Bus Specification Committee
- Evaluates staff as assigned
- Performs all other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

**PHYSICAL DEMANDS**

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending,

climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful experience in requisitions and in budget preparation and control preparing

Ability to communicate effectively, organize and supervise employees

#### DESIRABLE QUALIFICATIONS

ASE Master Certification

Previous experience as administrator or vehicle maintenance in urban school district

Skills in preparing written composition

Ability to work with people in a positive manner

Experience in a diverse workplace



REVISED: 08/21/2024  
Submitted: 08/20/2024

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|------------------------|--------------------------|
| JOB TITLE:             | MANAGER FLEET MANAGEMENT |
| DIVISION               | OPERATIONS               |
| SALARY SCHEDULE/GRADE: | II, GRADE 10             |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | EXEMPT                   |
| JOB CLASS CODE:        | 8789                     |
| BARGAINING UNIT:       | CLAP                     |

**SCOPE OF RESPONSIBILITIES**

Supervises the maintenance of school buses and Board owned cars and trucks. Responsible for purchasing of new vehicles per KDE specifications and oversees fuel service at all bus compounds/garages.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises and coordinates the general maintenance of all vehicles
- Assists in supervising compound attendants and their job responsibilities
- Assists in scheduling interviews for mechanics, supervisors and make recommendations
- Conducts in-service training sessions with mechanics to ensure the unit stays abreast of the latest technological development in automotive repair
- Conducts evaluations of the productivity of employees and makes appropriate recommendations concerning an employee's performance
- Recommends measures to improve efficiency, production and new equipment purchases for the fleet
- Tracks all safety training, Automotive Service Excellence certification, Commercial Driver's License certification, Department of Transportation physicals for all employees and maintains a database of employees
- Assists in all warranty issues for buses and support vehicles
- Assists with revisions and implementation of Vehicle Maintenance Department Standard Operating Procedures
- Assists with bid specifications for replacement support vehicles: engine, tire size, etc. for standardization of support vehicles
- Represents Jefferson County Schools on Kentucky School Bus Specification Committee
- Evaluates staff as assigned
- Performs all other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

**PHYSICAL DEMANDS**

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful experience in requisitions and in budget preparation and control preparing

Ability to communicate effectively, organize and supervise employees

#### DESIRABLE QUALIFICATIONS

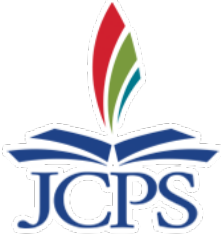
ASE Master Certification

Previous experience as administrator or vehicle maintenance in urban school district

Skills in preparing written composition

Ability to work with people in a positive manner

Experience in a diverse workplace



**NEW:** Revised: Submitted:  
 08/21/2024 08/20/2024  
 07/17/2019 07/16/2019

|                        |                          |
|------------------------|--------------------------|
| JOB TITLE:             | WORKER BODY              |
| DIVISION               | OPERATIONS SERVICES      |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10             |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8806                     |
| BARGAINING UNIT:       | CLAE                     |

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the needed repairs to the body frame of vehicles owned by the school system including vehicles involved as second party in insurance claims.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records on assigned vehicles

Processes work orders for parts used on vehicles

Repairs damage to vehicle interior and/or exterior as required

Repairs and paints body of vehicles in poor condition

Assumes responsibility for quality and completion of all work assigned

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

Straightens body frame

Fabricates metal bus, car and truck parts

Makes accident estimates (parts and labor) for vehicle repair for insurance company and/or the District

Supervises the body shop in the absence of the foreman

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.**

### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

General knowledge of body shop operation

Four (4) years of previous experience as a body helper

**Pass the Bennett Mechanical Comprehension Test**

**A.S.E. Certification Body Worker, Painting and Refinishing**

~~Must have valid Commercial Driver's License (CDL)~~ Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Successfully completed advanced body repair education program

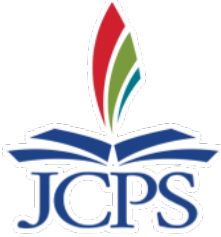
Ability to work with people in a positive manner

Experience in a diverse workplace

Pass the Bennett Mechanical Comprehension Test

A.S.E. Certification Body Worker, Painting and Refinishing





Revised:  
08/21/2024

Submitted:  
08/20/2024

|                        |                          |
|------------------------|--------------------------|
| JOB TITLE:             | WORKER BODY              |
| DIVISION               | OPERATIONS               |
| SALARY SCHEDULE/GRADE: | IB, GRADE 10             |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8806                     |
| BARGAINING UNIT:       | CLAE                     |

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the needed repairs to the body frame of vehicles owned by the school system including vehicles involved as second party in insurance claims.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records on assigned vehicles

Processes work orders for parts used on vehicles

Repairs damage to vehicle interior and/or exterior as required

Repairs and paints body of vehicles in poor condition

Assumes responsibility for quality and completion of all work assigned

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

Straightens body frame

Fabricates metal bus, car and truck parts

Makes accident estimates (parts and labor) for vehicle repair for insurance company and/or the District

Supervises the body shop in the absence of the foreman

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

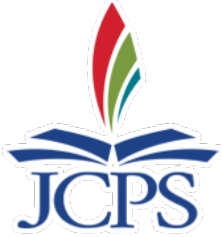
General knowledge of body shop operation

Four (4) years of previous experience as a body helper

Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire

Effective communication skills

| DESIRABLE QUALIFICATIONS                                      |
|---|
| Knowledge of applicable school system policies and procedures |
| Successfully completed advanced body repair education program |
| Ability to work with people in a positive manner              |
| Experience in a diverse workplace                             |
| Pass the Bennett Mechanical Comprehension Test                |
| A.S.E. Certification Body Worker, Painting and Refinishing    |



**NEW:** Revised: Submitted:  
 08/21/2024 08/20/2024  
 07/17/2019 07/16/2019

|                        |                          |
|------------------------|--------------------------|
| JOB TITLE:             | WORKER SEAT AND GLASS    |
| DIVISION               | OPERATIONS SERVICES      |
| SALARY SCHEDULE/GRADE: | IB, GRADE 8              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8808                     |
| BARGAINING UNIT:       | CLAE                     |

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for inspection and needed repairs to seats and glass installation on all vehicles owned by the school District. Manufactures seats and backs to specifications. Provides instruction to drivers on maintenance and procedures.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Lays out vinyl material, cuts and sews for seats/backs to specifications
- Repairs seats, frames, and makes repairs to vinyl covers and foam seats
- Replaces glass in buses, trucks, and cars as required to the specifications necessary to meet the needs of the vehicle maintenance department
- Maintains daily work schedule and accurate records on assigned units being repaired
- Processes work orders for parts, material, and labor used on units being repaired
- Does light welding, both electric and acetylene
- Assumes responsibility for quality control and evaluation of damage for safety
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Does compound inspection and on-site repair
- Coordinates requested repair with compound coordinators and/or drivers
- Provides instruction to drivers at compounds and garages on maintenance and procedures
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked **changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.**

### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D:
- Working knowledge of buses, trucks, and cars

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|--|
| Two (2) years of successful experience in seat repair and glass replacement  |
| <del>Must have valid Commercial Driver's License (CDL)</del> Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire |
| Effective communication skills   |

| DESIRABLE QUALIFICATIONS                           |
|--|
| Knowledge of school system policies and procedures |
| Successfully completed a mechanical course         |
| Ability to work with people in a positive manner   |
| Experience in a diverse workplace                  |



Revised: 08/21/2024  
Submitted: 08/20/2024

|                        |                          |
|------------------------|--------------------------|
| JOB TITLE:             | WORKER SEAT AND GLASS    |
| DIVISION               | OPERATIONS               |
| SALARY SCHEDULE/GRADE: | IB, GRADE 8              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8808                     |
| BARGAINING UNIT:       | CLAE                     |

### SCOPE OF RESPONSIBILITIES

Assumes responsibility for inspection and needed repairs to seats and glass installation on all vehicles owned by the school District. Manufactures seats and backs to specifications. Provides instruction to drivers on maintenance and procedures.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Lays out vinyl material, cuts and sews for seats/backs to specifications
- Repairs seats, frames, and makes repairs to vinyl covers and foam seats
- Replaces glass in buses, trucks, and cars as required to the specifications necessary to meet the needs of the vehicle maintenance department
- Maintains daily work schedule and accurate records on assigned units being repaired
- Processes work orders for parts, material, and labor used on units being repaired
- Does light welding, both electric and acetylene
- Assumes responsibility for quality control and evaluation of damage for safety
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Does compound inspection and on-site repair
- Coordinates requested repair with compound coordinators and/or drivers
- Provides instruction to drivers at compounds and garages on maintenance and procedures
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D:
- Working knowledge of buses, trucks, and cars
- Two (2) years of successful experience in seat repair and glass replacement

|   |
|---|
| Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire |
|---|

|                                |
|--------------------------------|
| Effective communication skills |
|--------------------------------|

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|---------------------------------|
| <b>DESIRABLE QUALIFICATIONS</b> |
|---------------------------------|

|  |
|--|
| Knowledge of school system policies and procedures |
|--|

|  |
|--|
| Successfully completed a mechanical course |
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|  |
|--|
| Ability to work with people in a positive manner |
|--|

|                                   |
|-----------------------------------|
| Experience in a diverse workplace |
|-----------------------------------|



**NEW:** Revised: Submitted:  
 08/21/2024 08/20/2024  
 07/17/2019 07/16/2019

|                        |                          |
|------------------------|--------------------------|
| JOB TITLE:             | WORKER TIRE              |
| DIVISION               | OPERATIONS SERVICES      |
| SALARY SCHEDULE/GRADE: | IB, GRADE 7              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8790                     |
| BARGAINING UNIT:       | CLAE                     |

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for changing tires on buses, trucks and cars owned by the school system. Also responsible for storage of tires and the accountability of tires within the storage area.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records on assigned vehicles

Processes work orders for parts used on vehicles

Repairs and/or replaces tires, wheels, rims and hubs

Provides service runs when necessary

Brands all tires with the JCBE brand for identification purposes

Assumes responsibility for quality and completion of all work assigned

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. **This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.**

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Knowledge of tire shop operation

Two (2) years of experience working with tires for buses, trucks and cars

~~Must have a valid Commercial Driver's License (CDL)~~ Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Successfully completed a mechanical course

|   |
|---|
| Knowledge of applicable school system policies and procedures |
| Ability to work with people in a positive manner              |
| Experience in a diverse workplace                             |





Revised:  
08/21/2024

Submitted:  
08/20/2024

|                        |                          |
|------------------------|--------------------------|
| JOB TITLE:             | WORKER TIRE              |
| DIVISION               | OPERATIONS               |
| SALARY SCHEDULE/GRADE: | IB, GRADE 7              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8790                     |
| BARGAINING UNIT:       | CLAE                     |

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for changing tires on buses, trucks and cars owned by the school system. Also responsible for storage of tires and the accountability of tires within the storage area.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains daily work schedule and accurate records on assigned vehicles

Processes work orders for parts used on vehicles

Repairs and/or replaces tires, wheels, rims and hubs

Provides service runs when necessary

Brands all tires with the JCBE brand for identification purposes

Assumes responsibility for quality and completion of all work assigned

Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Knowledge of tire shop operation

Two (2) years of experience working with tires for buses, trucks and cars

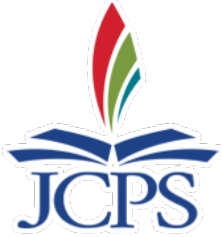
Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Successfully completed a mechanical course

|   |
|---|
| Knowledge of applicable school system policies and procedures |
| Ability to work with people in a positive manner              |
| Experience in a diverse workplace                             |



**NEW:** Revised: Submitted:  
 08/21/2024 08/20/2024  
 07/17/2019 07/16/2019

|                        |                          |
|------------------------|--------------------------|
| JOB TITLE:             | WORKER UTILITY           |
| DIVISION               | OPERATIONS SERVICES      |
| SALARY SCHEDULE/GRADE: | IB, GRADE 3              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8804                     |
| BARGAINING UNIT:       | CLAE                     |

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the general categories of "will call" items from vendors to the garages. Also responsible for general utility work in the assigned garage.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Mains a daily work schedule dictated by the parts identified for "will call"

Operates the bus wash and steam cleaning equipment

Processes work orders for parts used on vehicles

Assumes responsibility for quality and completion of all work assigned

Assumes responsibility for proper use of tools, equipment, and standard maintenance and safety practices

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by the supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. **This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.**

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Knowledge of city/county street locations

Mechanical and/or working experience of automotive parts and supplies

**Must have a valid Commercial Driver's License (CDL) Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire**

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Successfully completed a mechanical course

Working knowledge of applicable school system policies and procedures

Ability to work with people in a positive manner

Experience in a diverse workplace



Revised:  
08/21/2024

Submitted:  
08/20/2024

|                        |                          |
|------------------------|--------------------------|
| JOB TITLE:             | WORKER UTILITY           |
| DIVISION               | OPERATIONS               |
| SALARY SCHEDULE/GRADE: | IB, GRADE 3              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 8804                     |
| BARGAINING UNIT:       | CLAE                     |

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the general categories of "will call" items from vendors to the garages. Also responsible for general utility work in the assigned garage.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Mains a daily work schedule dictated by the parts identified for "will call"

Operates the bus wash and steam cleaning equipment

Processes work orders for parts used on vehicles

Assumes responsibility for quality and completion of all work assigned

Assumes responsibility for proper use of tools, equipment, and standard maintenance and safety practices

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by the supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Knowledge of city/county street locations

Mechanical and/or working experience of automotive parts and supplies

Valid Commercial Driver's License (CDL) or ability to obtain CDL within the first 90 days of hire

Effective communication skills

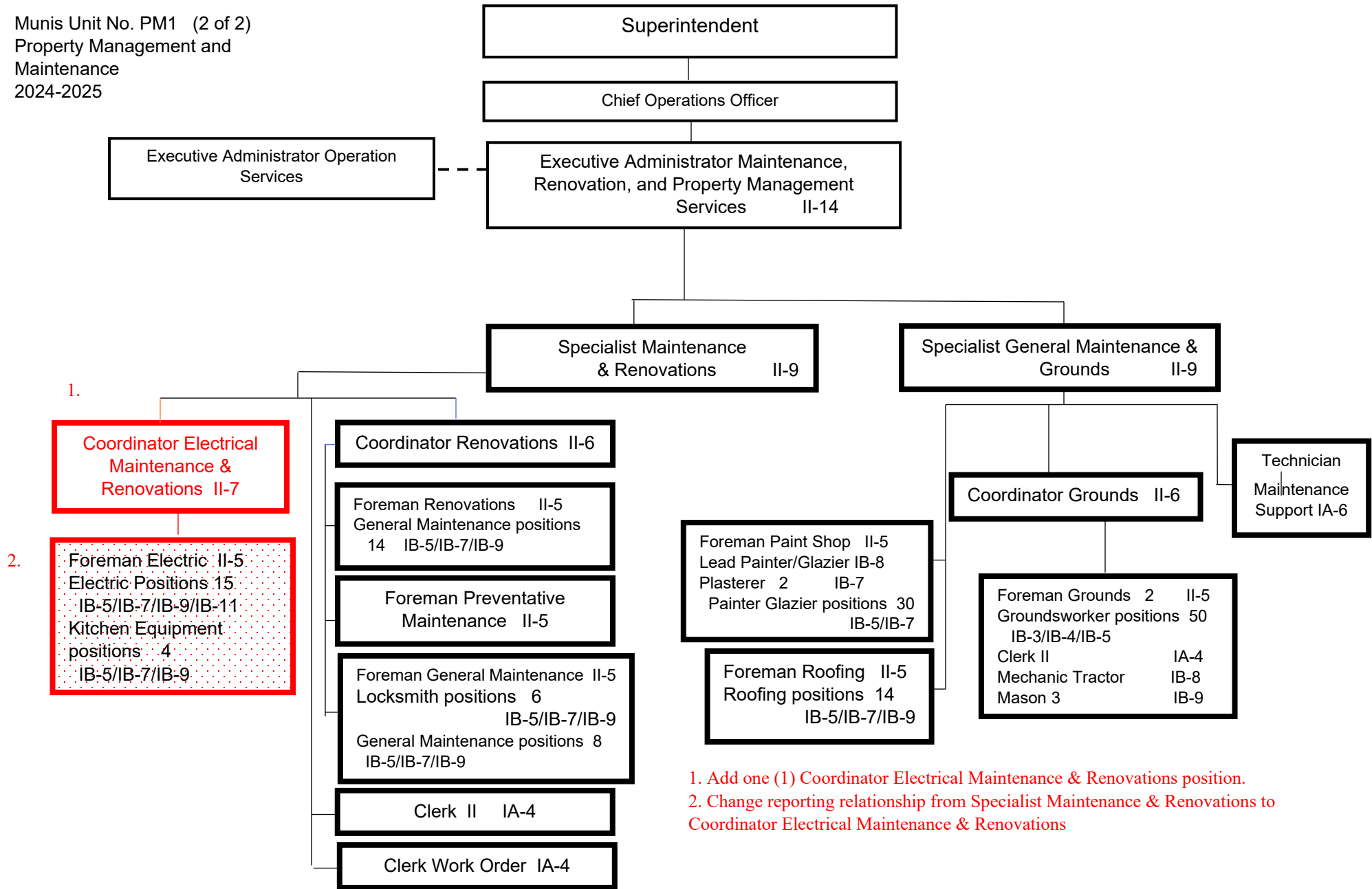
#### DESIRABLE QUALIFICATIONS

Successfully completed a mechanical course

Working knowledge of applicable school system policies and procedures

Ability to work with people in a positive manner

Experience in a diverse workplace

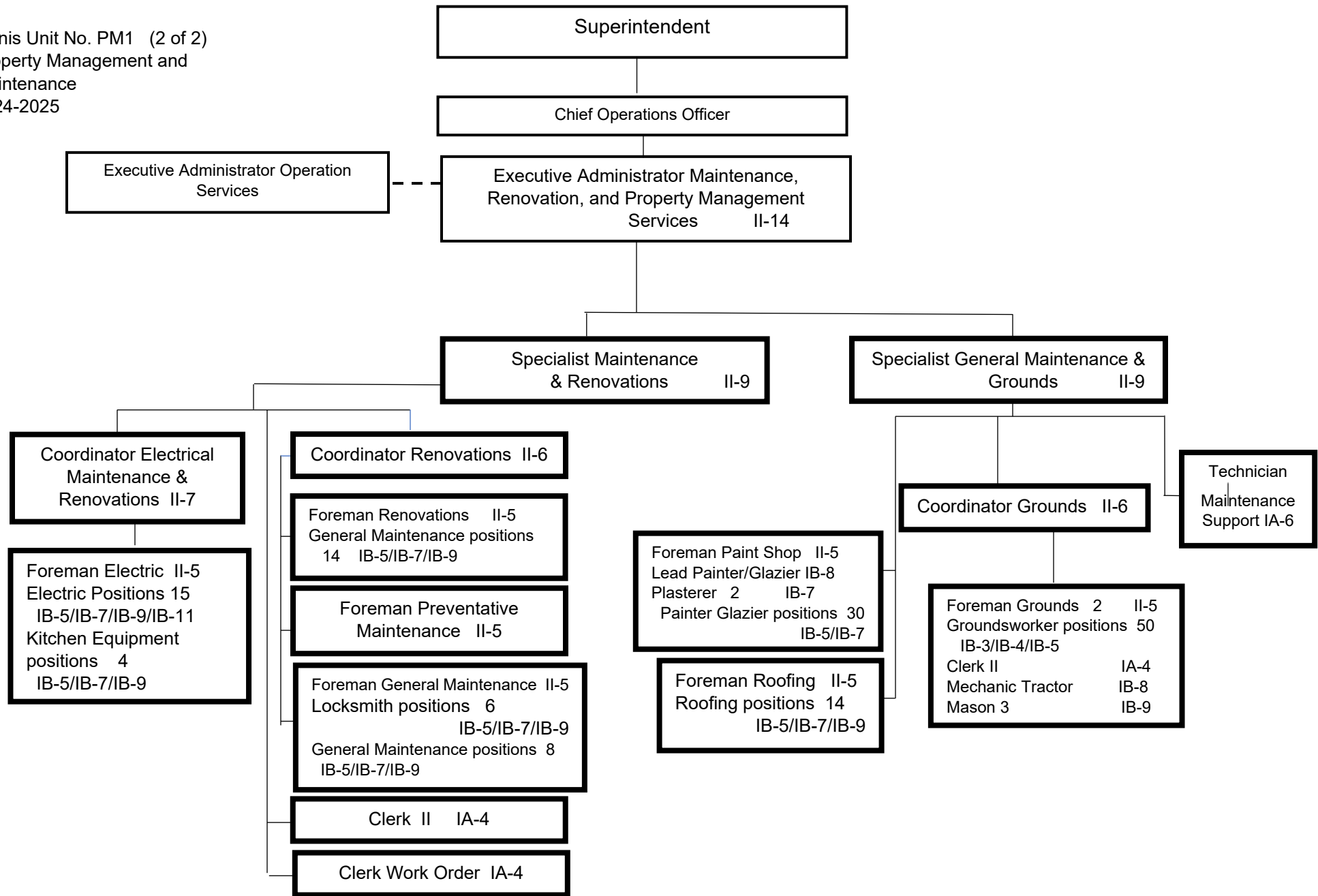


1. Add one (1) Coordinator Electrical Maintenance & Renovations position.
2. Change reporting relationship from Specialist Maintenance & Renovations to Coordinator Electrical Maintenance & Renovations

Summary:

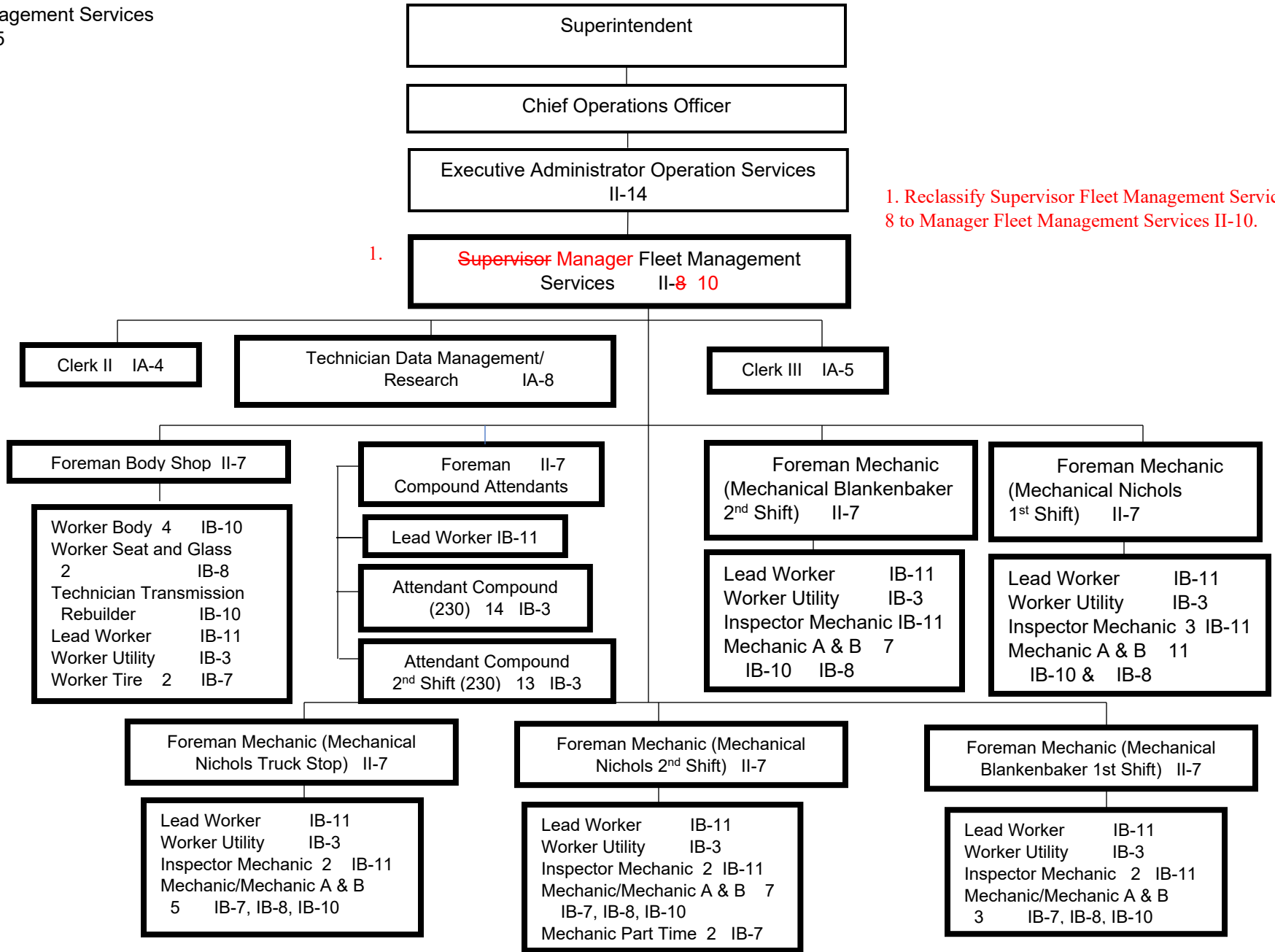
General Fund Positions: ~~163~~ 164  
 Categorical Fund Positions: 0

Submitted: 06/25/2024 08/20/2024  
 Effective: 07/01/2024 08/21/2024



Summary:

General Fund Positions: 164  
 Categorical Fund Positions: 0



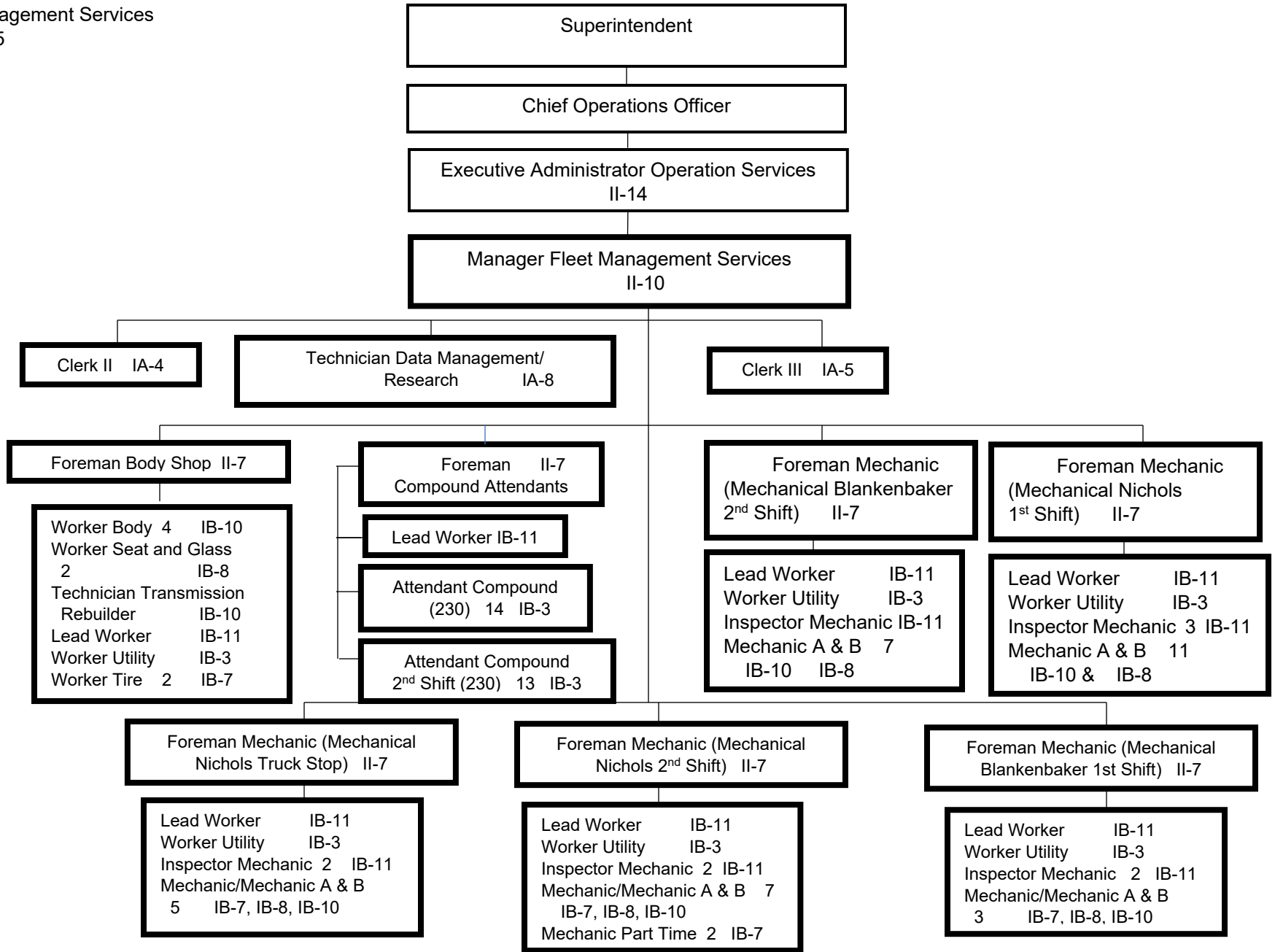
1. Reclassify Supervisor Fleet Management Services II-8 to Manager Fleet Management Services II-10.

Summary:

General Fund Positions: 107  
 Categorical Fund Positions: 0

Submitted: 07/23/2024 08/20/2024  
 Effective: 07/24/2024 08/21/2024





Summary:

General Fund Positions: 107  
 Categorical Fund Positions: 0