

PRAIRIE CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 8
JOB DESCRIPTION FOR
MAINTENANCE/TRANSPORTATION ASSISTANT

Official Supervisor

Chief of maintenance, superintendent

Job Summary

The maintenance assistant performs maintenance tasks as per the instructions of the chief of maintenance, transportation coordinator, or superintendent.

Qualifications

High school diploma

A working knowledge of building mechanical systems (e.g. heat, electricity, plumbing)

Familiarity with the mechanical workings of diesel- and gasoline-powered vehicles

At least two (2) years' experience as a building custodian or auto mechanic preferred

Ability to work unsupervised

Skills

Working well independently

Communicating effectively

Assessing and repairing mechanical systems and buses

Carpentering and other upkeep-oriented skills

School bus maintenance methods

Performing maintenance operations as required and through directives issued by the chief of maintenance, transportation coordinator, or superintendent

Performing the duties of chief of maintenance upon the chief's absence

Length of Employment

260 days per year, 8 ½ hours per day (including a 30-minute, non-paid, duty-free lunch), but assigned hours may vary

Evaluation

By superintendent, with input from chief of maintenance and transportation coordinator, based on "Job Functions"

Job Functions

A. Punctuality

1. Performs duties and assignments in a punctual fashion according to the given schedule
2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
3. Submits time sheets and other required paperwork in a timely manner

B. Safety

1. Follows the statutes, administrative codes, procedures, methods, and regulations set forth by the administration, the board of education, the Illinois State Board of Education, the State of Illinois and the Federal Government
2. Observes the highest standards of safety

C. General Procedures

Maintenance

1. Assists chief of maintenance in securing supplies and equipment necessary to perform repairs or for school operations
2. Assists with the development and maintenance of a preventative maintenance program
3. Assists with all maintenance and repairs requiring the attention of a specific technician other than a building custodian
4. Assists with periodic inspections of mechanical equipment (heating, plumbing, electrical, etc.), reporting any needed major maintenance to the chief of maintenance
5. Assists with the installation, repairs, and upkeep of the district technology program
6. Assumes duties of the chief of maintenance in his/her absence
7. Performs such other duties as may be assigned by the chief of maintenance or superintendent

Transportation

8. Performs preventative maintenance/servicing on buses, such as oil changes, filter changes, fluid changes, etc., and maintains records of such work.
9. Performs tire work (e.g. changing, balancing) for the purpose of ensuring that all buses and equipment are operating on safe tires.
10. Arranges for more complicated issues to be resolved by a private garage facility and acts as a liaison with the garage.
11. Responds to vehicle breakdowns and makes on-sight repairs, if possible.

12. Maintains tools and/or equipment related to bus maintenance.
- D. Communication and Cooperation
1. Communicates and cooperates with colleagues, supervisors and all levels of staff and students regarding issues of maintenance
 2. Uses sound judgment when dealing with staff and students
 3. Is a positive role model for students, has a neat appearance, and uses proper language near students
 4. Demonstrates interest, enthusiasm, and a positive attitude toward work
 5. Reports immediately to the chief of maintenance any maintenance-related problem or accident
 6. Reports immediately to the chief of maintenance any malfunctioning equipment