

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUS WASHER

SALARY SCHEDULE: SSP5

COST CENTER: TRANSPORTATION DEPARTMENT (9030)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) [Possess a valid state of Florida Driver's License.] Ability to acquire a CDL.
- (3) Demonstrate ability to lift up to 100 pounds.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow directions. Ability to communicate effectively both orally and in writing. Ability to organize and prioritize activities. Ability to perform semi-skilled work in servicing automotive equipment. Possess some knowledge of the methods, practices, tools and equipment related to assignments. Knowledge of the hazards and safety precautions of assignments.

REPORTS TO:

[Acting Executive Director] Garage Supervisor, School Support Operations

JOB GOAL

To assist in maintaining a safe and economical fleet of vehicles for the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Wash and wax buses as assigned.
- * (2) [Provide maintenance assistance to mechanics as required.] Change and mount tires as needed.
- * (3) Clean interior of buses as needed.
- * (4) Dispense and track DEF, and other oils and coolants.
- * ([4] 5) Perform normal building maintenance duties as assigned.
- * ([5] 6) Clean gas and oil spills around gas pumps.
- [* (6) Check automotive lift as directed.]
- * (7) Prepare all required reports and maintain all appropriate records.
- * (8) Exhibit support for the District's vision, mission, goals and priorities.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
- * (10) Provide for a safe and secure workplace.
- * (11) Model and maintain high ethical standards.
- * (12) Follow attendance, punctuality and proper dress rules.
- * (13) Maintain confidentiality regarding school matters.
- * (14) Maintain positive relationships with staff and vendors.
- * (15) Participate in workshops and training sessions as required.
- * (16) Communicate effectively with staff [and vendors].
- * (17) Keep supervisor informed of potential problems or unusual events.
- * (18) Respond to inquiries and concerns in a timely manner.
- * (19) Follow all School Board policies, rules and regulations.
- * (20) Exhibit interpersonal skills to work as an effective team member.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

BUS WASHER (Continued)**PHYSICAL REQUIREMENTS:**

Heavy work: Exerting up to [50] 100 pounds of force [occasionally] frequently, [and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.]

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. [08] 01

*Essential Performance Responsibilities