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

REVISED: 07/01/2019

Submitted: 06/11/2019

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.

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
Must have a valid Commercial Driver’s License (CDL)
Effective communication skills

DESIRABLE QUALIFICATIONS
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