



NEW: Submitted:
07/01/2019 06/11/2019

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.

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
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Ability to work with people in a positive manner
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Experience in a diverse workplace
