



REVISED: 07/17/2019  
Submitted: 07/16/2019

JOB TITLE:	WORKER SEAT AND GLASS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 8
WORK YEAR:	260 DAYS
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.

#### 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

Must have valid Commercial Driver's License (CDL)

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