



**FLEET SHOP HELPER**

**GENERAL RESPONSIBILITIES**

The position is responsible for assisting staff with various housekeeping and routine tasks including but not limited to cleaning, organizing, fueling, fluid checks, and other related duties.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Clean and organize immediate work area, common shop/parking areas, fuel and wash areas.
- Operate the automatic vehicle/bus wash equipment; remove dirt, clean mold, mildew, and minor vandalism from the interior of vehicles.
- Check fluid levels and dispenses fuel, and other fluids as required.
- Perform minor maintenance repairs to include replacing light bulbs, headlamps, wipers, mirrors and other simple parts.
- Refer vehicles to shop personnel for repairs.
- Assist shop personnel with basic repair task; seat work, battery service, tire replacement, etc.
- Provide responsive, high quality service to School Board employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Perform related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Basic knowledge of vehicle operation and maintenance procedures; computer use; shop and field safety practices; hazardous material spill and disposal procedures. Competent ability to: independently perform routine everyday assignments; communicate effectively in oral and written form, establish effective working relationships; emphasize and demonstrate the department's goal of customer service in all aspects of work.

**EDUCATION AND EXPERIENCE**

**Required:**

High School Diploma or GED.

**Preferred:**

Industry relevant certification in vehicular repair from an accredited college or trade school.

A valid Virginia Driver's License.

A valid Virginia Class B Commercial Driver's License.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, stooping, grasping, repetitive motion, and reaching. Occasional sitting, balancing, crouching, climbing, kneeling, crawling, fingering, and driving. Work involves high exposure to elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 5/17, 7/20
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