



## **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 GENERAL TASKS**

(The examples of essential functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for 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.

### **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**

High school Diploma or GED required. Industry relevant certification in vehicular repair from an accredited college or trade school preferred.

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

### **PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, twisting, reaching, handling, pushing, and pulling. Ability to lift articles up to 75 lbs. individually, 125 lbs. team lifts; and operate vehicles.

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

### **SPECIAL REQUIREMENTS**

- Possession of the following is highly desirable but not required:
  - A valid Virginia Driver's license
  - A valid Virginia Class B Commercial Driver's license