

Vehicle Service Worker

Position Details

Class Code: 6000

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, lubricates, changes oil, and performs preventive maintenance/safety inspections on motor vehicles/heavy-duty equipment.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Lubricates motor vehicles.
2. Drains crankcases and changes oil.
3. Inspects and changes oil filters, air filters, fuel filters, batteries, fan belts, and windshield wipers.
4. Transports vehicles to sale yard.
5. Performs minor preventive maintenance activities including:
 - Drains oil and replaces filters
 - Greases drive line, suspension, and steering systems
 - Inspects tires for wear and defects; inflates to specifications
 - Inspects and records condition of all brake linings, drums, and rotors
 - Adjusts air brake slack adjusters
 - Checks and fills all fluids, as needed
 - Fills batteries and cleans posts, terminals, etc.
 - Checks/inspects air cleaners and vacuum indicators

6. Inspects and reports mechanical problems to supervisor.
 7. Steam cleans engines and washes buses.
 8. Records supplies and parts used.
 9. May be required to road test vehicles and/or operate a tow truck.
 10. May be required to change flat tires on buses.
 11. Maintains computer database/records of vehicle inspections.
 12. Drives buses into shop, operates lights, turn signals, etc., for Nevada Highway Patrol (NHP) inspections.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves routine servicing and inspecting of motor vehicles/heavy-duty equipment using own tools.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to drive motor vehicles.
 2. Ability to learn preventive maintenance techniques.
 3. Ability to interpret verbal and written communications.
 4. Ability to learn and apply procedures.
 5. Ability to learn basic computer operations and work-related software.
 6. Ability to prepare and maintain accurate records.
 7. Ability to obtain a Class B commercial driver's license (CDL) with required endorsements, as appropriate.
 8. Ability to assist in training new employees.
 9. Ability to safely move and relocate heavy objects.
 10. Ability to work in confined work areas.
 11. Ability to perform physical strenuous work.
 12. Ability to work flexible hours and shifts.
 13. Ability to work cooperatively with employees, vendors, and other agencies.
 14. Ability to recognize and report hazards and apply safe work methods.
 15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. Six (6) months of experience servicing motor vehicles.
2. Must have a basic set of tools at time of hire.
3. Safe driving record.

NOTE: Individuals may not promote, demote, or move laterally from the hired position unless they earn a high school diploma or General Education Development (GED) and upload the document into their online application.

Licenses and Certifications

1. A valid Class B CDL with required endorsements to operate a school bus in the state of Nevada. This license must be maintained for the duration of the assignment. If valid Nevada Class B CDL is not in possession at time of application, a valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada must be in possession and the Nevada Class B commercial driver's license with required endorsements must be obtained within five (5) months of hire date.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol testing as required by law and/or Clark County School District regulations.

Preferred Qualifications

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
 2. Valid Class B CDL, with required endorsements, at time of application.
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Document(s) Required at Time of Application

1. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada, if applicable.
 2. Copy of a valid Class B commercial driver's license with required endorsements to operate a school bus in the state of Nevada as indicated above, if applicable.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. District-issued forklift qualification card, if applicable.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District transportation garage facilities, roadside services, parking lots, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., frequently; 25-50 lbs., occasionally; or 10-20 lbs., constantly. Grasp/Grip: must have sufficient grasp to maintain steering control of a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 – a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping).

Physical Demand

Occasional climbing, balancing, lying on back/stomach, and crawling. Frequent sitting, standing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, and repetitive fine motor activities, talking, and hearing. Requires sitting for long periods of time. Walking – up to 500 feet at any one occurrence without rest. Climb steps and curbing constantly. Neck Motion – Continuous neck motion and flexion is performed throughout the work shift. Hearing/Vision – Constant looking and listening to identify hazards and/or emergency vehicles far enough in advance to react. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, and peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent exposure to vehicle fumes and cleaning solvents. Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various District vehicles, torches, hoists, hand and power tools, electric carts, hand trucks, forklifts, protective body gear, plastic tank radiator (PTR) machine, paints and other chemicals; caustic soda, muriatic acid, acetin, tinning compound, computers, printers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/12/23
- Created: 07/01/88