

Vehicle / Garage Attendant

Position Details

Class Code: 6010

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, refuels motor vehicles (i.e., buses, trucks, tractors, etc.), adds oils/water, cleans, and washes vehicles.

Essential Duties and Responsibilities

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

1. Refuels motor vehicles; monitors and records fuel, oil, and other supplies used.
2. Checks/adds oils, water, fluids, and antifreeze to vehicles, when required.
3. Cleans interior and exterior of vehicles; removes graffiti inside buses.
4. Repairs upholstery and seat frames; installs seat belts.
5. Assists with vehicle parts and fuel inventory.
6. Changes mounted tires on vehicles, as directed.
7. Operates a forklift.
8. Operates auto-fueling card and readers; activates manual system during equipment malfunctions.
9. Transports vehicles to and from dealerships for warranty work, recalls, body shop estimates, etc.
10. Operates vehicles to assist mechanic in Nevada Highway Patrol (NHP) inspections.
11. Operates battery-charging equipment and jump-starts vehicles, as needed.

12. Services, charges, removes, and/or replaces vehicle batteries.
 13. Inspects, repairs, and replaces safety equipment on buses (i.e., fire extinguishers, First Aid and body fluid kits, etc.)
 14. May be required to road test vehicles.
 15. Cleans garage and outside areas, as instructed.
 16. Responsible for the safe handling and disposal of hazardous materials.
 17. Performs minor repairs: tightening systems, repairing/replacing mirrors, sun visors, and windows.
 18. Uses computer applications (Microsoft Office, Ron Turley Associates Fleet Management Software (RTA), etc.)
 19. Steam cleans engines, transmissions, chassis, undercarriages, etc.
 20. Monitors fuel deliveries, checks fuel clarity, and checks/cleans fill sumps for fuel or oil to comply with Environmental Protection Agency (EPA) requirements.
 21. Conforms to safety standards, as prescribed.
 22. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves operating, routine fueling, minor repair, and cleaning of motor vehicles.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to work with solvents, detergents, adhesives, paints, acids, and antifreeze.
2. Ability to perform minor repairs to motor vehicles.
3. Ability to drive motor vehicles (i.e., buses, trucks, tractors, etc.)
4. Ability to access, learn, operate, and maintain job-specific computer software.
5. Ability to use a computer and work-related software applications.
6. Ability to interpret verbal and written communications.
7. Ability to learn and apply procedures.
8. Ability to write legibly and prepare/maintain records.
9. Ability to work independently.
10. Ability to safely move and relocate heavy objects.
11. Ability to work flexible hours and shifts.
12. Ability to work in confined areas.
13. Ability to withstand heights and perform work safely.
14. Ability to obtain a Class B commercial driver's license (CDL) with required endorsements, as appropriate.

15. Ability to work cooperatively with employees, other agencies, students, and the public.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. Must be 18 years of age.
2. 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 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 CDL with required endorsements must be obtained within five (5) months of hire date. Candidates under 21 must obtain CDL within five (5) months of their 21st birthday.
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.

NOTE: 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/procedures.

Preferred Qualifications

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
 2. Professional experience in servicing, refueling, or cleaning vehicles.
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Document(s) Required at Time of Application

1. Proof of age (18 years or older.)
 2. A valid Class B CDL with required endorsements to operate a school bus in Nevada, or a valid Class C driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada, if CDL is not in possession at time of application.
 3. Copy of current driving history 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

District facilities, roadside services, parking lots, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., frequently; 30-50 lbs., occasionally; or up to 25 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, 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/hot. 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

District-issued vehicles, forklifts, steam cleaners, pressure and parts washer, battery chargers, power/hand tools, 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: 07/12/23
- Created: 07/01/88