

	<p align="center"><b>Classified Position Description</b></p> <p align="center"><b>Transportation Assistant</b></p>	<p>Initial Date: December 8, 1977  Board Approval: November 15, 1999  Revision Date: November 17, 1999  Personnel Commission:  Range: 45</p> <p>Reports to Supervisor of Transportation  Services</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To service school busses and other school district vehicles such as tractors, mowers, and compressors; to assist in the servicing of City of Morgan Hill, County of Santa Clara vehicles and miscellaneous equipment. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires the ability to exercise caution and care in the performance of assigned duties.

**DISTINGUISHING CHARACTERISTICS:**

Positions allocated to this entry level class provide vehicle and equipment servicing support to Mechanics. This job class requires the ability to learn new techniques and to further develop skills needed in the support of Mechanics.

**REPRESENTATIVE DUTIES:**

- Cleans, washes, services, and inspects assigned vehicles and equipment.
- Dispenses fuel and oil to assigned vehicles; cleans servicing area.
- Lubricates vehicles and equipment; makes minor adjustments and repairs.
- Inspects, changes, repairs, and balances tires.
- Changes and charges batteries.
- Assists Mechanics with heavy lifting, washing of parts, and in making repairs requiring the efforts of two persons.
- Cleans garage and adjacent work areas.
- Handles errands and obtains parts for Mechanics.
- Drives vehicles and equipment incidental to assigned duties; makes emergency road calls.
- Performs related duties similar to the above in scope and functions, as required.

**EMPLOYEE STANDARDS:**

*KNOWLEDGE OF:*

- Names of automotive parts and the terminology of the trade.
- State traffic and driving rules.
- Generally accepted methods of servicing a variety of vehicles and related equipment.
- Ability to understand and follow both oral and written instructions.

*ABILITY TO:*

- Understand and follow both oral and written instructions.
- Service vehicles and related equipment and to demonstrate a high degree of mechanical aptitude.
- Work safely and follow directions from several levels of Mechanics.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Pass a Class "A" physical.

**JOB PARTICULARS:**

- Tools/Equipment/work aids - gloves, goggles, respirator.

**CONTACTS:**

- Daily contacts with transportation staff, District staff.
- Limited contact with community members and outside agency personnel.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High school graduation or equivalent.
- One year of experience in basic automotive servicing.

**LICENSES OR CERTIFICATES:**

- Possession of a California Class B Driver's License and a driving record which meets the requirements of the District's insurance carrier.
- Possession of a valid California State School Bus Driver's Certificate and Medical Examiner's Certificate is desirable.