

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Service Technician

**Department:** Operations

**Grade** G  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** October 2024

**Reports To:** Vehicle Maintenance Manager

**Purpose of Job**

The purpose of this job is to perform as a Service Technician within the School System Transportation Department. Duties and responsibilities include routine servicing of all school system vehicles and 85 + additional government-owned service and emergency vehicles, such as tire changes, oil changes, etc. Operates bus wash and fuel pumps. Ensures each satellite fuel site is supplied with lubricants and other supplies. Reports to Vehicle Maintenance Manager.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs routine service on all system vehicles.

Must be familiar with multiple fuel systems including gas, diesel, and propane

Checks brakes, tires, belts and etc., and reports to the Assistant Vehicle Maintenance Manager to be replaced or repaired.

Mounts all tires from 111R2210 size down; operates tire machine, tire spreader, sledgehammer, and tire iron to deflate the tire, remove from rim, and remove the tube.

Drains oil, greases slack adjusters and drive shafts, changes oil and fuel filters, checks fluid levels, and adds oil and antifreeze as needed.

Repairs bus seats as needed; operates staple gun to replace old seat covers.

Assists Mechanics as needed.

Operates bus wash and pumps fuel. Ensures that each satellite facility and fuel site is restocked with oil, antifreeze, transmission fluid, tires, and other supplies as needed.

Prepares work orders and submits them to the supervisor; picks up and delivers spare parts.

May substitute as a Bus Driver.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A High School Diploma (or equivalent) is required, along with six months to one year of vehicle maintenance experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee Commercial Drivers License.

### **KNOWLEDGE OF JOB**

Has working knowledge of the policies, procedures, and activities of the School System and vehicle maintenance practices as they pertain to the performance of duties relating to the job of Service Technician. Has working knowledge of the Transportation Department and vehicle maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc., as they pertain to departmental operations and activities. Can effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Can assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including

- emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**