



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **FACILITIES / TRANSPORTATION TECHNICIAN**

FLSA: Non Exempt

TITLE: Facilities / Transportation Worker

Note: This position is paid at two different rates and requires two time sheets.

QUALIFICATIONS:

- High School Diploma or equivalent preferred
- Valid AZ Drivers license
- Ability to obtain an Identity Verified Fingerprint Clearance Card
- Knowledge of general cleaning procedures in a commercial setting
- Knowledge of general maintenance procedures in a commercial setting
- Skilled in the use of various hand and power tools
- Ability to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ability to read/interpret blueprints, repair manuals or parts catalogs.
- Ability to assist with the preparation of time sheets, maintenance, or transportation reports using prescribed format.
- Experience with precision measuring devices or electronic testing devices.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Able to pass ADOT authorized medical examination and Physical Performance Test
- Successful completion of Federal DOT 5 panel and AZ. DPS 9 panel drug test
- Willing to procure AZ Department of Public Safety Student Transportation Certification / CDL Drivers License Class A or B with S, and P Endorsements
- Willing to drive 10 passenger vans, 22 passenger buses, or 77-84 passenger buses
- Ability to develop and maintain effective relationships with students and co-workers

REPORTS TO: Facilities/Transportation Manager

GENERAL FUNCTION

Transportation: To provide safe and efficient transportation of students as they participate in the district's regular and extra-curricular programs.

Maintenance: To provide a safe, clean and sanitary school building that allows students and staff to be as free as possible from contaminants that could cause harm or sickness.

PERFORMANCE RESPONSIBILITIES/Transportation:

- Adheres to AZ DPS minimum standards for vehicle operations including school buses.
- Maintains student discipline aboard district vehicles, adhering to Concho School Policies.
- Maintains the cleanliness of the interior and exterior of assigned vehicle.
- Maintains assigned route schedule times, picking up and delivering students only at approved stops.
- Performs required pre and post operational inspections of assigned vehicle.
- Exercises responsible leadership and behavior at all times.
- Maintains all required reports in a legible manner.
- Maintains a professional appearance.
- Reports any accidents or incidents immediately to his/her supervisor.
- Participates in a minimum of 2 emergency evacuation drills per year.
- Other duties as assigned by the Facilities/Transportation Manager.

PERFORMANCE RESPONSIBILITIES/Facilities:

- Conducting routine inspections of premises and equipment.
- Performing preventative maintenance.
- Handling basic repairs and maintenance.
- Oversee contractors when professional repairs are necessary.
- Diagnose mechanical issues and correct them.
- Repair machines, equipment, or structures as necessary.
- May open or secure buildings at the start or end of the workday, respectively.
- May be required to turn on and off lights at the start and end of the day, respectively, and adjust heating or air conditioning as appropriate.
- May need to arrange furniture for meetings or other events.
- May need to substitute for Maintenance I – Groundskeeper or Night Custodian, as necessary
- Other duties as assigned by the Facilities/Transportation Manager.

TERMS OF EMPLOYMENT: 9 months / 12 months / part time – full time / hourly

Bus Driver: Less than one full school year experience in the operation of a school bus (75 passenger or greater) paid at Level I Bus Driver Rate. Bus driver rate moves to Bus Driver II position after one full school year.

Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

CLASSIFICATION: Classified Staff

Revised: May 2025



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____