



## **SARALAND CITY SCHOOL SYSTEM**

### **JOB ADVERTISEMENT**

The Saraland Board of Education is accepting applications for the following classified position for the 2024-2025 school year.

**POSITION TITLE:      TRANSPORTATION SHOP ASSISTANT**

#### **QUALIFICATIONS:**

- High School Diploma or equivalent.
- Maintain a current Department of Transportation (DOT) physical.
- Possess and maintain a valid Alabama bus driver license (BDL) and commercial driver's license (CDL) within six (6) months of employment.
- Ability to obtain Alabama School Bus Mechanic certification.
- Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Competent written and verbal communication skills.
- Ability to operate and maintain needed tools and diagnostic equipment.
- Ability to diagnose mechanical problems, to implement preventive maintenance programs, and to follow safety and recommended rules for efficient shop operations.
- Ability to engage in prolonged sitting or standing, stooping, kneeling, crawling, bending, turning, and reaching
- Strength and agility to lift and carry objects weighing up to 50 pounds.
- Ability to exert up to 75 pounds of force.
- Ability and willingness to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
- Ability and willingness to work after hours, weekends, or holidays if necessary.
- Such alternative qualifications to those listed as the Board may deem appropriate.

**REPORTS TO:** Director of Operations

#### **PERFORMANCE RESPONSIBILITIES:**

- Embrace and promote the school system's mission, vision, beliefs, and goals.
- Promote good public relations for school and school system with the public.
- Regular and punctual in attendance, follow correct procedure for recording daily attendance and submitting requests for leave of absence.
- Accept no other employment which interferes with the efficient and effective discharge of duties and responsibilities.
- Assist in developing written maintenance records for all vehicles owned by the school system.
- Perform routine maintenance and service on vehicles and equipment, including video systems, at regularly-scheduled intervals.
- Maintain service bay in a clean, neat, and safe manner.
- Properly use and care for tools, equipment, and material resources of the school system.
- Request supplies and equipment needed to carry out duties and assigned projects.
- Drive buses and transports students as needed.
- Perform road tests of system vehicles as directed.
- Perform road call duty as needed.
- Respond promptly to call out in emergency situations.

- Perform all mechanical maintenance services with priority on student and employee safety; remove from service any bus or other vehicle that is unsafe to operate.
- Return buses or other vehicles to active service only after identified maintenance problems have been corrected.
- Engage in work related training to increase knowledge and skills as directed and/or for advancement.
- Perform duties in a courteous, professional manner.
- Maintain appropriate confidentiality regarding school/workplace matters.
- Demonstrate initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
- Report potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
- Respond to inquiries, requests, and constructive feedback in a timely and positive manner.
- Maintain and submit reports, records, and correspondence in a timely and accurate manner.
- Adhere to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
- Prioritize tasks and use time wisely.
- Perform other job-related duties as assigned by the Director of Operations.

**TERMS OF EMPLOYMENT:** Twelve (12) month contract

**EVALUATION:** Performance evaluated in accordance with Board policy

**SALARY:** Board approved salary schedule

All applicants should apply electronically. To obtain an electronic application, visit the HireTrue website at <https://bit.ly/SpartanCareersStartHere> and complete the State of Alabama electronic application.

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education. Certified positions also require submission of valid teaching certificate (Alabama or out-of-state) as well as unofficial transcripts indicating all coursework and degree conferral date(s) from regionally accredited colleges/universities.

**ADVERTISEMENT: 06/20/24**

**DEADLINE TO APPLY: until filled**

*The Saraland School System is an Equal Opportunity Employer.*

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.

*The statements above outline the general nature and scope of work performed by individuals in this classification. They should not be interpreted as a comprehensive list of all responsibilities, duties, and skills required. Personnel may be asked to perform tasks outside their usual responsibilities as necessary.*