

## CLARK COUNTY SCHOOL DISTRICT

**CLASS TITLE: VEHICLE/GARAGE ATTENDANT**

**Class Code: 6010  
Range: 36**

### **CLASS DEFINITION AND SUMMARY:**

Under immediate supervision, refuels motor vehicles, adds oils and water, cleans and washes vehicles.

### **ESSENTIAL TASKS OF THE POSITION:**

Refuels motor vehicles (i.e. buses, trucks, tractors); monitors and records fuel, oil, and other supplies used.  
Checks and adds oils, water, fluids, and antifreeze to vehicles when required.  
Cleans interior and removes graffiti inside buses and exterior of vehicles.  
Repairs upholstery, seat frames and installs seat belts.  
Assists with vehicle parts and fuel inventory.  
Changes mounted tires on vehicles, as directed.  
Operates a forklift.  
Operates auto fueling card and readers (activities manual system during equipment malfunction).  
Transports vehicles to and from dealerships for warranty work, recalls, body shop estimates, etc.  
Operates vehicles to assist mechanic in Highway Patrol inspections.  
Operates battery-charging equipment and jump starts vehicles.  
Services, charges, removes, and/or replaces vehicle batteries.  
Inspects, repairs, and replaces safety equipment on buses i.e., fire extinguishers, first aid and, body fluid kits, etc.  
May be required to road test vehicles.  
Cleans garage and outside areas as instructed.  
Responsible for the safe handling and disposal of hazardous materials.  
Conforms to safety standards as prescribed.  
Performs other tasks related to the position as assigned.  
Performs minor repairs; tightening systems, repair/replace mirrors, sun visors, and windows.

### **DISTINGUISHING CHARACTERISTICS:**

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

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with solvents, detergents, adhesives, paints, acids, and antifreeze.  
Ability to perform minor repairs to motor vehicles.  
Ability to drive motor vehicles (e.g. buses, trucks, tractors).  
Ability to learn to use a computer and software applications related to area.  
Ability to interpret verbal and written communications.  
Ability to learn and apply procedures.  
Ability to write legibly, prepare, and maintain records.  
Ability to work independently.  
Ability to safely move and relocate heavy objects.  
Ability to work flexible hours and shifts.  
Ability to work in confined areas.  
Ability to withstand heights and perform work safely.  
Ability to obtain a Class B Commercial Driver's License.  
Ability to work cooperatively with employees, other agencies, students and the public.  
Ability to recognize and report hazards and apply safe work methods.

### **QUALIFICATIONS:**

#### **TRAINING AND EXPERIENCE:**

High school graduation or other equivalent (e.g., GED, college, technical or trade school transcript, foreign equivalency, etc.).  
Must be 18 years of age.  
Safe driving record.

**QUALIFICATIONS:** (continued)

**LICENSES AND CERTIFICATES:**

Valid Class B Commercial Nevada Driver's License. (If valid Class B Commercial Driver's License is not in possession at time of application a valid Class C Nevada Driver's License must be in possession and the Class B Commercial License must be obtained within five (5) months of hire date). Must be maintained for the duration of the assignment.

Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol tests as required by law and/or district regulations and procedures.

**PREFERRED QUALIFICATIONS:**

Experience in servicing, refueling or cleaning vehicles in a professional status.

**DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:**

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Valid Class C Nevada Driver's License.
3. Copy of current driving history issued by the Department of Motor Vehicles.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District garage facilities, roadside service, parking lots, etc.

**Strength:** Medium/Heavy - Exert force 50-100 lbs. frequently, 25-50 lbs. occasionally, or 10-20 lbs. constantly. May involve significant stand/walk/push/pull/carry.

**Physical Demands:** Frequent stooping, kneeling, crouching, reaching, handling, fingering, feeling, hearing, climbing and balancing. Vision: Frequent near and far acuity, depth perception, focal length change and color vision. Vision to read printed materials VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

**Environmental Conditions:** Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Frequent exposure to fumes of vehicles and cleaning solvents.

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

Various vehicles, forklifts, steam cleaners, pressure and parts washer, battery chargers, power and hand tools, computers, printers, etc.

Individuals with a disability, who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should, notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

Revised: (07/01/88; 10/30/90; 08/20/91; 02/13/98; 09/02/99; 03/6/03)