

Vehicle / Garage Attendant – Student Worker

Position Details

Class Code: 6009

Job Family: Student Worker - Service/Transportation Workers

Classification: Support Professional

Terms of Employment: Pay Grade N/A (Not on the Support Professional Salary Schedule)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision of Clark County School District (CCSD) Employees, refuels, adds oil/water to, cleans, and washes vehicles (buses, trucks, tractors, etc.).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. May assist in refueling motor vehicles; monitors/records fuel, oil, and other supplies used.
2. May assist in checking and adding oil, water, fluids, and antifreeze to vehicles, when required.
3. May assist in cleaning vehicle interiors/exterior and removing graffiti inside buses.
4. May assist in repairing upholstery and seat frames, installing seat belts.
5. May assist in inventorying vehicle parts and fuel.
6. May assist in changing vehicle-mounted tires, as directed.
7. May assist in replacing interior and exterior light bulbs.
8. May assist in operating auto-fueling cards and readers; activates manual system during equipment malfunctions.

9. May assist in operating battery-charging equipment and jump-starting vehicles, as needed.
 10. May assist in servicing, charging, removing, and/or replacing vehicle batteries.
 11. May assist in inspecting, repairing, and replacing bus safety equipment (fire extinguishers, First Aid and body fluid kits, etc.).
 12. May assist in cleaning garage and outside areas, as instructed.
 13. May assist in safely handling and disposing of hazardous materials.
 14. May assist in performing minor repairs, such as tightening systems and fixing/replacing mirrors, sun visors, and windows.
 15. May use computer applications (Microsoft Office, Ron Turley Associates Fleet Management Software (RTA), etc.).
 16. May assist in steam-cleaning engines, transmissions, chassis, undercarriages, etc.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Learns to operate, fuel, perform minor repairs on, and clean motor vehicles through on-the-job training/experience.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to learn to work with solvents, detergents, adhesives, paints, acids, and antifreeze.
2. Ability to learn to perform minor repairs on motor vehicles.
3. Ability to learn to drive motor vehicles (trucks, tractors, etc.).
4. Ability to learn to use a computer and job-related software applications.
5. Ability to learn to interpret verbal/written communications.
6. Ability to learn and apply procedures.
7. Ability to learn to write legibly and prepare/maintain records.
8. Ability to learn to safely move heavy objects.
9. Ability to learn to work in confined areas.
10. Ability to learn to withstand heights and perform work safely.
11. Ability to learn to work cooperatively with employees, agencies, other students, and the public.
12. Ability to learn to recognize and report hazards and apply safe work methods.

13. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. Current CCSD student in grade 11 or 12.
2. Current grade point average (GPA) above 2.0.
3. School and Family Agreement Form from your school counselor.
4. Students must be able to provide their own transportation.

* This temporary position is not on the Support Professional Salary Schedule.

* Incumbents will be compensated the current Nevada hourly minimum wage rate.

* There are no benefits attached to this position.

Licenses and Certifications

1. Hold or be able to obtain Occupational Safety and Health Administration (OSHA) 10 certification. If certification is not in possession at time of application, it must be obtained within five (5) months of hire into the position. Certification must be maintained for duration of assignment. Certification can be obtained online or in-person. A copy of the certification must be uploaded into the application.
2. A valid driver's license that allows the student to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
3. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of interview prior to final selection.
4. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Proof of CCSD grade 11 or 12 enrollment and GPA above 2.0.
2. Completed and signed School and Family Agreement Form, which must be uploaded into the application.
3. Proof of OSHA 10 certification, if applicable.

4. Copy of a valid driver's license that allows the student to legally operate a motor vehicle in Nevada.
 5. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 6. Safe driving record.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities, parking lots, etc.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

Occasional climbing, balancing, lying on back/stomach, and crawling. Frequent sitting, standing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Requires sitting for long periods of time. Walking up to 500 feet at any one occurrence without rest. Climb steps and curbing constantly. Continuous neck motion and flexion is performed throughout the work shift. Constant looking and listening to identify hazards and/or emergency vehicles far enough in advance to react. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity, depth perception, focal length change, color vision, and peripheral vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent exposure to vehicle fumes and cleaning solvents. Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued vehicles, forklifts, steam cleaners, pressure and parts washer, battery chargers, hand/power tools, computers, printers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/25/24
- Created: 12/10/21