



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
SHOP CLERICAL AIDE

JOB DESCRIPTION REVISION DATE: 7/25/2011

POSITION TITLE: Shop Clerical Aide

DEPARTMENT: Transportation

REPORTS TO: Shop Foreman

SUPERVISES: The accurate and timely completion of all internal and external documents and projects related to the shop area.

POSITION GOAL:

To provide an organized and professional approach to the daily activities of the bus maintenance shop. To keep communication open and clear between the shop and vendors, district, and other department staff.

ESSENTIAL FUNCTIONS:

1. Prepare, process, submit, and archive seat damage invoices to schools and/or students.
2. Prepare, process, submit, and archive quarterly billing for fuel and repair costs.
3. Prepare, process, submit, and archive weekly invoices.
4. Prepare, process, and archive accurate data, records, and reports as needed by department and/or administrative staff.
5. Prepare, maintain, and archive accurate records and data associated with the bus maintenance shop.
6. Support and maintain an effective fleet inspection program, including staff training and scheduling as needed. Prepare, maintain, and archive accurate records and data associated with fleet inspection.
7. Respond to two-way radio and telephone inquiries in a timely, pleasant, and professional manner.
8. Must be willing and able to work a flexible schedule, including weekends, additional, and various hours as required or assigned.
9. Must maintain confidentiality.
10. Other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

1. Must have the ability to multi-task and work well under pressure.
2. Must have the ability to remain professional and responsible at all times.
3. Must have general knowledge of all transportation operations and hold or qualify for CDL and school bus driver's permit.
4. Must have pleasant phone/radio voice and ability to communicate effectively and professionally at all times.
5. Computer skills a must. Must be proficient in Microsoft Word and Excel.
6. Must display excellent people skills and contribute to a positive work environment.
7. Must be highly organized and detail oriented.
8. Must be a team player with an excellent work ethic and the attitude and flexibility to do what



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- it takes to get the job done.
9. Must demonstrate the ability to identify confidential information and secure confidentiality at all times.
 10. Must be available to drive as a stand-by when assigned and/or required.

EXPERIENCE:

1. Must have a minimum of two (2) years experience in the field of transportation.
2. Experience in a fast paced environment that requires multi-tasking.
3. Experience in electronic record keeping, data entry, and retrieval.
4. Customer service experience preferred.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

ENVIRONMENTAL CONDITIONS:

1. Indoors in a busy dispatch environment with exposure to constant noise and communication.
2. Frequently work at a fast pace with unscheduled interruptions.
3. May be required to leave main work site to attend meetings.
4. Exposure to diesel fuel, gasoline, and all other vehicular fluids and fumes.
5. Possibly work in congested traffic areas with exposure to construction, unsafe drivers, "road rage," and disgruntled customers.
6. Possible exposure to body fluids and airborne pathogens.
7. Possible exposure to slippery, wet, and snowy conditions while walking and driving.
8. Possible exposure to extreme heat while driving.

PHYSICAL DEMANDS:

1. Ability to work on a computer approximately 80% of the work day.
2. Ability to work in a very fast paced and stressful environment 100% of the work day.
3. Ability to effectively solve problems by working with district and department staff in a pleasant and constructive manner.
4. Ability to work effectively within an often overcrowded, noisy and distracting environment.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is a eleven-month position. Salary per DUTU agreement and as approved by the Board of Education.



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EVALUATION:

If this position is filled from within the department, during the first 90 day "new position" probationary period, either the district or the employee in this position may determine that the employee return back to their former position. If the employee elects to exercise this option, a four (4) week notice of intent must be provided to the director of transportation. Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service and the DUTU contract.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____