



City of St. Charles School District

LOT ATTENDANT/FUELER

Reports to: Director of Transportation
Classification: Classified
FLSA Status: Non-Exempt
Terms of Employment: 254 days which includes 8 paid holidays according to Board Policy.
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

To assure that all school buses are fueled and fluid levels (engine oil, transmission fluid, windshield washer solvent) are maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned.

- Maintains regular attendance.
- Fuel all buses on a regular, pre-determined schedule, and also on an “as needed” basis for charter trips.
- Check fluid levels of all buses on a regular, pre-determined schedule.
- Assist mechanics as needed.
- Report damage to buses or any maintenance problems observed during fueling or fluid checks to Fleet Maintenance Supervisor.
- Maintain records of fuel pumped into each vehicle.
- Perform radio maintenance as required.
- Drive routes when necessary.
- During summer maintenance, clean interior and exterior of all buses.
- Assist in cleaning of shop and lots as needed.
- Assist in preparation of the fleet for the annual State Highway Patrol inspection.
- Be responsible for personal and district-owned tools and equipment.
- Assist in cleaning of shop and offices as needed.
- Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent preferred.
- Must hold a CDL with “S” and “P” endorsement
- He or she should be familiar with maintenance of trucks or school buses.
- Must be able to work outside during all types of weather conditions and be physically able to walk around the lot throughout the day.

COMMUNICATION SKILLS:

- Ability to write reports and complete work consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, divide, multiply, and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interface effectively with other school personnel, and business contacts from outside of the District.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move at least 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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SY 2011-2012
Revised SY 2022-2023