



PLEASE POST

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St. Charles School District

May 13, 2016

LOT ATTENDANT/FUELER

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 and camera maintenance as required.
- Drive routes when necessary.
- Responsible for snow removal
- During summer maintenance, clean interior and exterior of all buses.
- Assist in cleaning of shop and lots as needed.
- Clean/maintain exterior of buses.
- Assist in preparation of the fleet for the annual State Highway Patrol inspection.
- Be responsible for district-owned tools and equipment.
- Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or equivalent preferred.
- Computer skills
- Must hold a CDL with "S" and "P" endorsement
- Should be familiar with maintenance of trucks and 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.

Terms of employment:

Full time – 12 months - with benefits

Salary:

Minimum \$14.14 per hour

Start Date:

ASAP

Application process:

Interested and qualified persons should:

Complete an online application found on our website www.stcharlessd.org

Contact Kathy Beerman 636-443-4003 with questions.