



Longview Independent School District

JOB DESCRIPTION FUEL TECHNICIAN

JOB TITLE:	Fuel Technician	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Operations	TERMS:	187 Days
DEPARTMENT:	Transportation	PAY GRADE:	Manual Trades 5A

PRIMARY PURPOSE:

Perform daily fueling of buses

QUALIFICATIONS:

Education/Certification:

Valid Texas commercial driver's license (Class B)
Ability to obtain UST Facility Operator Certification

Special Knowledge/Skills:

- Must be 18 years of age
- Ability to pass alcohol and drug test
- Ability to complete required bus driver safety training
- Ability to follow written and verbal instructions
- Ability to communicate effectively
- Ability to operate bus

Experience:

None

MAJOR RESPONSIBILITIES AND DUTIES:

1. Monitor all dispensing of fuel
2. Fuel buses and maintain accurate records of use
3. Check engine fluid levels
4. Perform visual inspection of vehicles and report any defects or repairs to shop as needed
5. Perform daily checks of overfill protection and secondary containment of UST



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

6. Clean exterior of buses as needed
7. Replace or repair seat covers on buses as needed
8. Perform any needed minor repairs on bus camera system including camera and antenna replacement
9. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately
11. Serve as a substitute bus driver when needed
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned

EQUIPMENT USED:

School bus, fuel pump, bus washer equipment, small hand tools

SUPERVISORY RESPONSIBILITIES:

None



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Continual sitting, reaching, and repetitive hand and arm motions; work outside and inside; moderate exposure to extreme temperature (hot) and vehicle fumes; frequent standing, stooping, bending, pulling and pushing; prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Jan., 2017