

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 7.08**

**Position Title:** Fueler  
**Reports to:** Fleet Maintenance Supervisor

**SUMMARY**

The Fueler is responsible for keeping all buses fueled. Most fueling is done on a regular, pre-determined schedule. Additional fueling may be necessary for the purpose of trips or other unscheduled events. Responsible for checking fluid levels and maintaining correct operating levels between preventative maintenance services.

**QUALIFICATIONS/REQUIREMENTS**

The Fueler shall have earned a high school diploma or its equivalent and possess a valid CDL license with the "S" and Hazardous Materials endorsement.

**ESSENTIAL JOB DUTIES**

- Fuel all buses on a regular, predetermined schedule.
- Check fluid levels of all buses on a regular, pre-determined schedule.
- Coordinate with the Assistant Director/Fleet Maintenance Supervisor a list of buses scheduled for field trips, which may require additional fuel either before or after the trip.
- Fuel buses on an "as needed" basis.
- Assist with substitute driving of routes/trips as needed
- Assist with inventory control.
- Assist with weekly cleaning of shop and parking lots.
- Assist with preparation for annual State Highway Patrol Inspection.
- Report damage to buses or any maintenance problems observed during fueling or fluid checks to the Fleet Maintenance Supervisor.
- Complete paperwork to record fuel usage.
- Perform other duties as assigned by Fleet Maintenance Supervisor.

**OTHER REQUIREMENTS**

- Work overtime as needed.
- Not allergic to conditions which are activated or aggravated by motor lubricants, turf chemicals or fuels.
- Be able to establish and maintain cooperative working relationship with staff and others.
- Present a neat, clean appearance.
- Be able to work in adverse weather conditions.
- Be able to perform assigned duties with minimal supervision.
- Be able to maintain an excellent attendance record.

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**PHYSICAL DEMANDS**

Ability to sit, stand, bend and reach while working on vehicles. Ability to drive all types of vehicles and to climb into, on or under vehicles to perform fueling and fluid checks. Ability to move throughout transportation facility. Works primarily outside in all weather conditions including rain, sleet or snow, and temperatures from extremely hot in the summer to extremely cold and wind chills in winter.

**MENTAL DEMANDS**

Ability to function in a multi-tasking, deadline oriented environment. Flexibility to adapt to changing operational conditions. Excellent interpersonal and public relations skills. Ability to function in high stress situations. Ability to communicate clearly both verbally and in writing. Ability to read, learn and respond to a variety of job related subjects.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties, and responsibilities, listed, and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District policy. This is a full time twelve-month position.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.