

SPOKANE TRANSIT
POSITION DESCRIPTION
FOR
SERVICER/CLEANER

NATURE OF WORK

Performs routine cleaning, servicing and may perform preventive maintenance work on all vehicles owned and operated by Spokane Transit, assuring proper readiness. Provides excellent customer service to both internal and external customers.

SUPERVISION

Position is under the general supervision of the Assistant Maintenance Manager and receives immediate direction from the Lead Person or on-duty Foreman.

ESSENTIAL FUNCTIONS

Performs cleaning and servicing of all Spokane Transit vehicles.

Example of Duties

Inspects exterior of vehicles for tire serviceability, damage to vehicles exterior and noticeable safety defects.

Checks tires for excessive wear or damage and maintain proper air pressure using approved pressure measuring devices.

Fuels vehicles and maintain appropriate records; closes out fuel pumps and takes appropriate readings; checks defect cards; and vacuums interior of vehicles.

Monitors and maintains essential fluid and lubricant levels, including engine, transmission oil; and checks for engine oil leaks, transmission torque leaks, water leaks, and antifreeze leaks.

Cleans, dusts and vacuums the interiors of busses and vans. Hand washes vehicle or prepares exterior and drives vehicle through automatic washer; and parks vehicle in storage.

Probes fare box, removes cash-box, empties and reinserts.

May respond to service calls that includes replacement of wiper blades, light bulbs and mirrors; the addition of water or oil; and minor repairs. Services forklift and tow truck.

Keeps assigned work area clean.

Must meet the DOT physical requirements and be able to obtain and maintain a current Commercial Driver's License (CDL) and perform the safety sensitive functions of the position.

Must be punctual, reliable and maintain regular attendance in order to contribute individually to the efficient and effective delivery of transportation service to the general public.

Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of this position.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as dictated by their Supervisor and/or Spokane Transit.

MINIMUM REQUIREMENTS

Training and Experience: Six months of work experience in a mechanical field, diesel or vehicle maintenance, related mechanical work; or experience which clearly demonstrates the applicant's ability to assume the duties and responsibilities of the position. Experience must include a minimum of five years of motor vehicle operation, the last three of which are violation free.

License: Must possess a valid driver's license from the state of residence, maintain a driving record free of violation and be capable of obtaining the required Commercial Driver's License, within a specified time, as determined by Spokane Transit.

Physical Capabilities: The physical activity of the position requires the ability to stoop, kneel, crawl, crouch, reach, walk and grasp, twist. Cleaning functions require a great deal of physical activity. Exert up to 40 pounds of force occasionally, and/or up to 35 pounds of force frequently, and negligible amount of force constantly to move objects. Visual acuity to determine color, depth and field of vision. Repetitive motions of the wrists, hands and/or fingers.

Working Environment: The work is conducted in the bus garage, where you may at times be exposed to dust, paint and diesel fumes.

Computer Skills: Must have basic math and computer skills to record fuel, oil, lubricants and related data.

SELECTION FACTORS

Knowledge of the methods, practices, tools and materials used in servicing Spokane Transit's vehicles.

Ability to rapidly learn the activities of the Maintenance Department.

Knowledge of the hazards and safety precautions followed in heavy equipment shops; ability to maintain safe work habits and an accident free driving record.

Ability to establish and maintain good employee relations.

Ability to work rotating shifts as necessary.

Ability to read and understand written instructions.

Attitude of neatness, pride, conscientiousness and care in work product.

Adherence to Spokane Transit Core Values.

WAGE

As provided for Servicer/Cleaner in the labor agreement with ATU 1015.

AA/EEO

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature