

Nature of Work

Performs routine 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 Received

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

Essential Functions

- Perform servicing functions for all Spokane Transit vehicles including, but not limited to Fixed Route buses, Paratransit vans, Vanpool vans, and general service and support vehicles.
- Inspect exterior of vehicles for tire serviceability, damage to vehicles exterior, and noticeable safety defects.
- Check tires for excessive wear or damage and maintain proper air pressure using approved pressure measuring devices.
- Fuel vehicles and maintain appropriate records close out fuel pumps and take appropriate readings check defect cards.
- Monitor and maintain essential fluid and lubricant levels including engine, transmission oil, and check for engine oil leaks, transmission torque leaks, water leaks, and antifreeze leaks.
- Hand wash vehicles or prepare exterior and drive vehicles through automatic washer, and park vehicle in storage.
- Probe fare box, remove cash-box, and empty and reinsert.
- May respond to service calls that include replacement of wiper blades, light bulbs and mirrors, adds water or oil, and make minor repairs. Service forklift and tow truck.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood-borne pathogens.
- Keep assigned work area clean.
- Work independently for long periods of time, or with other employees as a positive team member.
- Communicate in a clear and understandable manner both orally and in writing.
- 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. Represent Spokane Transit in professional and positive light to the community.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.
- Other duties as assigned.

Public Transit Agency Safety Plan

- Follow safety rules and safe practices described in accident prevention program, safety standards and training you receive.
- Promptly report unsafe conditions or actions to your supervisor or safety committee representative or the Safety Officer using the Safety Hazard Report Form.
- Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely.

- Report all injuries to your supervisor promptly regardless of how serious.
- Report all near-miss incidents to your supervisor promptly.
- Always use personal protective equipment (PPE) in good working condition where it is required.
- Do not remove or disengage any safety device or safeguard provided for employee protection.
- Encourage co-workers by your words and example to use safe work practices on the job.
- Safeguard and look out for co-workers.
- Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety and or eliminate hazards.

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 Requirements

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

Must be able to work in the bus garage and outside, where you may at times be exposed to dust, paint and diesel fumes, and be exposed to inclement weather.

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.



Position Description Servicer

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- 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 Notice

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.

Acknowledgement

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

