

INTERCITY TRANSIT Position Description

Service Worker
April 1996
Revised: September 1996
Reviewed: January 2007
(no changes)
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POSITION TITLE: Service Worker

REPORTS TO: Maintenance Supervisor

SUPERVISES: In the absence of Lead Service Worker, may be asked to work out-of-grade to assume lead responsibilities over the other Service Workers.

BARGAINING UNIT: International Association of Machinists and Aerospace Workers, District Lodge 160

SUMMARY:

Provides support to the Maintenance Division by performing routine work in the servicing, fueling, sweeping and parking of System vehicles and equipment on a daily basis.

ESSENTIAL JOB FUNCTIONS:

1. Fills fuel tanks and checks level of oil, coolant, transmission and hydraulic fluids and refills as needed.
2. Sweeps inside buses; washes exterior of vehicles (by mechanical or physical means); and operates bus washer.
3. Removes/exchanges fare box vaults and remove monies from fare boxes.
4. Performs minor repairs such as replacing light bulbs and lenses, cycle's wheelchair lifts, replaces mirrors, and adjust belts.
5. Makes bus changes as necessary.
6. Cleans and maintains work areas; scrubs fuel bays.
7. Drains air tanks.
8. Assists operators and mechanics as necessary.
9. Required to handle biohazards within the established organizational and safety guidelines.

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OTHER JOB FUNCTIONS:

10. Steam cleans engines, transmission and other components.
11. Cleans vehicles as necessary.
12. Mounts, brands, sipes, and repairs and installs tires and wheels as necessary.
13. Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in a vehicle service and storage area where the employee may work in close quarters and be exposed to hazards related to noise and chemicals. Work is performed in a covered and outdoor area in inclement weather conditions. Duties require the physical movements necessary to inspect, service, and repair vehicles, including bending, kneeling, and crouching, and lifting in excess of 50 pounds. Duties may require the operation of System vehicles for bus changes and to assist in towing responsibilities, and may require night, weekend, and holiday work hours.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the parts, tools and equipment used in servicing diesel and automotive equipment.

Skill in operating hand tools required to complete work assignments.

Knowledge of hazards and safety precautions followed in equipment repair shops.

Ability to understand and implement oral and written instructions.

Basic knowledge of system routes.

Physical ability to lift in excess of 50 pounds.

Ability to communicate effectively with staff.

Physical ability to perform the essential functions of the job.

REQUIRED EDUCATION AND EXPERIENCE:

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High School Graduate or GED.

One (1) year experience performing basic servicing and maintenance functions on vehicles or related equipment desirable.

Or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Individual may be required to attend school/workshops on a yearly basis to maintain skill level necessary to carry out position responsibilities.

SPECIAL REQUIREMENTS:

Must be able to work days, nights, and weekends and/or holidays if required.

Must possess (or be able to obtain within 30 days of appointment to position) and maintain a valid Class "B" Commercial Driver's License with passenger and air brake endorsements; must maintain an acceptable driving record level throughout employment as monitored by periodic reviews of driving record.

Must pass a job-offer employment related physical examination to include a drug and alcohol screen prior to appointment to position.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.