



JOB TITLE: SERVICE ATTENDANT

DEPARTMENT: PUBLIC WORKS

JOB CLASS NUMBER: 7513

DIVISION: TRANSIT

REVISION DATE: 5.9.2023

Marc Keenan D. U. R.
Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

This position is an entry-level maintenance position. The Service Attendant performs utility functions and minor mechanical repairs. The duties and responsibilities are related to ensuring safe, clean vehicles and clean shop area.

EXAMPLES OF DUTIES:

- *Checks and fills all vehicle fluids and fuels daily, or at other times as directed.*
- *Checks and cleans vehicles including exterior, interior and windows daily, or at other times as directed.*
- *Removes graffiti from bus surfaces: interior seats, walls, windows, ceilings, and exterior daily.*
- *Prepares vehicles for various maintenance inspections by cleaning battery cables and terminals and moving vehicles to service areas as directed.*
- *Changes lights including interior and exterior lights as directed.*
- *Changes tires on vehicles as needed.*
- *Sets vehicles up, including positioning for operation.*
- *Removes fare boxes and probe fare boxes daily, notifying Director of Maintenance/Operations Supervisors/or General Manager of problems with fare boxes or farebox dumping immediately.*
- *Paints tire rims as required.*
- *Cleans and maintains service areas and yard areas.*
- *Performs paperwork in relation to this position.*
- *Other duties as assigned may be required.*

TRAINING AND EXPERIENCE:

- *High School Diploma or equivalent*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Knowledge of basic automotive and/or diesel maintenance helpful*
- *Basic mechanical skills and aptitude*
- *Demonstrated ability to safely operate vehicles.*
- *Able to follow directions with minimum supervision.*
- *Assures all vehicles are clean, fueled, and all fluids are at appropriate levels.*
- *Performs all assigned duties in a safe manner.*
- *Able to learn new skills through a combination of on-the-job training and classroom training.*
- *Able to cooperate with fellow employees.*
- *Able to use hand tools.*
- *Able to lift 150 pounds.*
- *Able to pass a drug screening and physical.*

SPECIAL EQUIPMENT:

- *This position requires the use and operation of the vehicle wash rack, hot water, and pressure washer.*
- *This position also requires the use of the forklift and tire cage.*

PHYSICAL EFFORT:

- *This position requires moving vehicles to various locations on MTS property. The vehicles are equipped with automatic transmissions; however, only a few vehicles have power steering, so this position requires the use of both hands.*
- *This position requires the dexterity and mobility to enter and exit a number of different vehicles during a work shift.*
- *This position also requires the individual to perform maintenance and cleaning functions with appropriate dexterity.*
- *Some lifting is done, possibly up to one hundred fifty (150) pounds.*
- *Arm movement is used in sweeping the floor of the bus, wiping the seats, and cleaning the windows.*
- *There is a small amount of driving done, such as moving the buses about the property or delivering a bus to a driver on the road.*
- *There may be limited bending or stooping movements required while checking tire pressure or servicing the vehicles, however, this would not last an extended period of time.*
- *Climbing stairs in bus mezzanine.*

WORKING CONDITIONS and PHYSICAL REQUIREMENTS:

- *The individual performing this job is required to move vehicles into and out of both the service and garage areas and over the road. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended periods creating temperatures similar to outside temperatures for short periods of time.*
- *The movement of vehicles and operation of engines in the service and garage areas results in an occasional buildup of diesel exhaust fumes.*
- *The task of proper maintenance also requires performance of functions, as necessary, outside under various weather conditions.*
- *Work is typically performed in areas that are noisy, dirty, and greasy.*
- *Possibility of cuts, bruises, and scrapes.*
- *Minor exposure to chemical fumes and contact used in custodial work.*
- *May be required to work overtime as necessary.*

LICENSES and CERTIFICATIONS:

- *Must maintain a current, valid Louisiana Commercial Class B License with air brake and passenger endorsements.*
- *Must have a copy of your Driver's License*
- *Must have a copy of a current Motor Vehicle Report*
- *Must have a copy of your Social Security Card*

RATE OF PAY:

Per Union Contract

INTERNAL POSTING PERIOD: 6/28 - 7/13/2023

Position posting goes public after 10th day.