
Job Title: Bus & Shelter Cleaner (Flex Utility)

Department: Maintenance

Union Status: Bargaining unit

Hours: Full-time, 40-hours per week, 12:00 noon – 8:00 p.m. (M-F)

Starting Pay Rate: \$18.45 per hour

Job Location: Springfield

F.S.L.A. Status: Full-time, Non-exempt

Reports To: Director of Maintenance

Essential Duties: Under the general oversight of the Director of Maintenance and direct oversight of shift foreman, this position performs a combination of tasks related to bus cleaning and bus stop/ shelter cleaning & light maintenance. Responsibilities include trash and snow removal, as well as general upkeep and repair of all shelter areas throughout the PVTa service area. Performs related tasks as required. This position requires driving a company vehicle (diesel truck) in a safe manner on a regular basis. Requires a Commercial Drivers License (Class A or B) with Passenger and Airbrake endorsements.

Bus Cleaning responsibilities include: Retrieving buses from parked locations and position for cleaning and other required services; performing routine interior and exterior cleaning activities including cleaning, sweeping and detailing of bus interiors and washing exteriors according to established procedures; checking and refilling oil, fluids, and fuel, and recording fuel usage; signing out and securing fare box key; pulling and securing fare boxes according to established procedures; reading and recording hub meters; installing and removing advertising signage; and performing other responsibilities of a Utility position as needed.

Bus Stop/Shelter Cleaning Responsibilities include: Cleaning and light maintenance of bus stops/ shelters throughout PVTa's 24-community service area. Responsibilities include maintaining all aspects of bus shelters and shelter areas, including non-sheltered bus stops, including trash and snow removal, as well as assisting with general assembly, upkeep and repair of all shelters and shelter areas throughout the PVTa service area; keeping posted maps and schedules clean and current; and performing related tasks as required.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: High School diploma or G.E.D. is required. Must have at least two years of directly transferable skills and directly related experience. Ability to perform cleaning/fueling activities within established time limits and ability to work safely in a fast-paced environment. Comparable experience in a related area of skill/expertise will be considered. must have a demonstrated work history of working productively and efficiently with limited direct supervision; strong documentation skills to track and maintain log of daily activities. Must be a highly motivated, hard-working self-starter with a strong work ethic, strong time management and prioritization skills a must. Strong customer services skills preferred as occasional interactions with customers occur during normal course of business; Knowledge of bus routes preferred. Prior experience using automated vehicle washing equipment preferred.

License Requirement: Must possess valid CDL driver's license in good standing. Must have passenger and airbrake endorsements. Company-sponsored CDL training might be available.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Hearing/Talking: Listening and talking (communicating) are essential to performing this job. Must be able to hear and understand normal speech, as some job information is received verbally.

Mobility: Frequent walking, standing, bending, stooping and kneeling required while performing primary duties of the position. Must be able to move freely within the work area. Occasional reaching above shoulders and overhead.

Lifting Requirements: Frequent lifting of up to 25 lbs (i.e. fare boxes). Occasional lifting of up to 75 lbs. to assist with installation of shelter component part; higher weight lifting demands require assistance from others. Occasional lifting of snow and ice using proper body mechanics.

Visual Requirements: Must be able to read and comprehend written material and distinguish material using close-up vision, for example, to read assembly manuals and/or instructions, service area maps and shelter location maps, etc.

Dexterity: Frequent use of fingers and hands for use in grasping/using cleaning equipment (broom, water hose, etc.). Occasional use of fingers and hands for use in mechanical tools to assist and assembling shelter parts, occasional grasping, holding, and maneuvering screws, bolts, etc.

Work Environment: The work environment is characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a typical outdoor environment approximately 50% of the time and a storage garage / wash bay environment approximately 50% of the time. Noise level is usually low to moderate. Constant exposure to weather conditions year round. Exposure to snow/ice during winter months. Exposure to diesel fuel fumes (odors).

Other: Subject to a physical assessment and medical exam to determine ability to safely meet the physical demands of the position and meet the DOT requirements for Commercial Drivers licensing.