

**Springfield Area Transit Company (SATCo)  
Maintenance Worker (Bus Fueler/Hostler)  
2<sup>nd</sup> Shift (4 p.m. – 12 a.m. midnight, Tuesday - Saturday)**

**Join our talented team of vehicle maintenance professionals**

**Please read all of the following information before submitting your resume and cover letter.**

**NOTE: Specific shift and days off are subject to change prior to filling depending on shift-bid process.**

**Starting rate: \$18.45 per hour to start with excellent benefits. Wage progresses up to \$22.06 per hour during first year of employment.**

Springfield Area Transit Company (SATCo) provides fixed route bus service for the Pioneer Valley Transit Authority <sup>PVTA</sup> within the greater Springfield area. We have an immediate opening in our Maintenance Department for a full-time Bus Fueler/Hostler located at our brand-new, state-of-the-art facility. A CDL class A or B (*no airbrake restriction*) is strongly preferred but will sponsor CDL training for the right candidate.

### **Submitting your Cover Letter and Resume**

There are two (2) methods of submitting your cover letter and resume.

**1. Submitting via the upload process:** Simply upload your cover letter and resume by clicking the “continue” button and follow the prompts. The upload process will work on all major browsers such as *Internet Explorer, Firefox, Opera, Chrome and Safari*. Once uploaded successfully, you will receive an email confirmation. If you do not receive confirmation that your submission has been received, simply mail via regular mail.

NOTE: Phone calls to discuss online uploading issues (*if encountered*) cannot be accepted. If you are having difficulty uploading your resume electronically and cannot complete the process, please mail it via regular mail.

**2. Mail via regular mail to:** SATCo, Attn: Human Resources, 665 Cottage Street, Springfield, MA 01104.

### **Interview Process**

If you are selected for an interview, please note the following:

1. You will be asked to complete an application packet prior to the interview.
2. You will need to provide a current motor vehicle driving record during the interview process. Driving records must be in good standing.
3. All work history and reference information you provide must be verifiable to be considered for this position, especially relevant experience in any safety sensitive position you held, (i.e., driving a commercial vehicle- if applicable).
4. All CDL positions you previously held (if applicable) will be subject to verification and drug/alcohol history checks.
5. If hired, you must pass a pre-employment DOT physical and drug screen.
6. If you are a candidate for company sponsored CDL training, you must successfully complete the training and obtain a CDL as a condition of continued employment. Other conditions of a company sponsored CDL training apply, including the requirement to obtain your cdl permit

- with passenger endorsement** withing the first 2 months of employment. There are no exceptions to this requirement.
7. A post-offer criminal background check (CORI) must not reveal any disqualifying criminal history.
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**Job Title:** Utility- Fueler/ Hostler  
**Department:** Maintenance  
**Union Status:** Bargaining unit  
**Hours:** Full-time, 40-hours per week

**Job Location:** Springfield  
**F.S.L.A. Status:** Non-exempt  
**Reports To:** Director of Maintenance  
**1<sup>st</sup> Year Pay Rate:** \$18.45 - \$22.06  
**Starting Pay rate:** \$18.45 per hour.

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**Essential Duties:** Under the general oversight of the Director of Maintenance, this position performs tasks related to retrieving, cleaning and fueling buses and requires a Commercial Drivers License (Class A or B) with no airbrake restriction. Company sponsored CDL training available for experienced candidate.

**Responsibilities:** The Bus Fueler/Hostler is responsible for the following duties:

- Retrieving buses from parked locations and position for cleaning, fueling and other required services; parking buses after all services are completed;
- 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;
- Performing other responsibilities of a Utility position as needed.

**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 all cleaning/fueling activities within established time limits and ability to perform all work safely in a fast-paced environment. Must be able to drive a bus safely and follow all related policies and procedures. Comparable experience in a related area of skill/expertise will be considered. Prior experience using automated vehicle washing equipment and performing detailed cleaning of vehicles is preferred.

**License Requirement:** Must possess valid CDL driver's license in good standing while in this position. Must not have airbrake restriction. Must have a current motor vehicle record in good standing.

**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:** Sits approximately 10% of the time while driving; extensive walking, bending, stooping and kneeling required while performing primary duties of the position. Stands and walks approximately 80% - 90% of the time and 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).

**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.).

**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 indoor wash rack facility and is mostly indoors. Noise level is usually low to moderate. Constant exposure to weather conditions year-round. Exposure to snow/ice during winter months.

**Pre-placement testing:** Candidates are 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. A complete DOT physical and drug screen is a requirement of the pre-employment process.