



Service Employee

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
864 / 868	Non-Exempt	8 – Service Maintenance	ATU	Maint – 2	REV 5-09	NA	1 of 2

DEFINITION: Under close supervision; cleans, fuels, parks, and performs basic service maintenance to all assigned vehicles; and removes, empties, and replaces cash-vaults on District revenue vehicles.

REPORTS TO: A Maintenance Supervisor, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Moves buses, trucks, and cars by driving them from assigned parking spaces to the fuel-island to be serviced or repaired.
- Removes cash-vaults from buses at the fuel-island; empties and returns vaults onto buses; refers vault defects to Maintenance Supervisors as necessary to avoid and resolve problems; and complete Loose Revenue forms.
- Cleans interior and exterior of buses, trucks, and cars including sweeping, vacuuming, mopping floors, washing windows; cleaning interior and exterior walls, seats, ledges, dash boards, and ceilings in order to maintain a clean appearance and sanitary conditions.
- Performs additional cleaning and maintenance functions, such as removing graffiti, spraying coaches for insects, and decontamination and cleaning of blood and toxins.
- Performs visual inspection of buses; checks for defects and broken or spent light bulbs, lamps, and tubes; and notes problems on defect card.
- Steam cleans bus engines and the undersides of the buses to permit effective visual safety inspections, to reduce the possibility of fire, and to maintain clean surfaces.
- Monitors fluid levels such as fuel, oil, and coolant for all District revenue and service vehicles including sweepers and forklifts; and adds fluids to optimal levels as needed.
- Shampoos upholstery using heavy-duty equipment.
- Generates and maintains written records of vehicles to which fuel, oil, coolant and other fluids have been added.
- Cleans fuel-islands to maintain safe working conditions and a neat clean appearance.
- Operates forklift to dump trash and to lift heavy objects such as 55 gallon soap barrels; and may operate yard scrubbers.
- May operate automated equipment used in cleaning vehicles.
- May be required to move out-of-service buses via the public streets (applies only to Service Employees who possess a Class B Driver License with Air Brake endorsement).
- Performs related duties as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Revised 5/09
.Previous revisions:
2/03 and 2/93

APPROVED BY RICK FERNANDEZ, GENERAL MANAGER



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MINIMUM QUALIFICATIONS:

Knowledge Of: The English language at a level necessary to read District bulletins, instructions, polices, and procedures; fill out required forms and records, and communicate effectively with co-workers; basic arithmetic; and industrial and shop safety rules, regulations, and procedures applicable to a bus maintenance facility.

Ability To: Learn to drive buses short distances, including parking and backing up using mirrors; quickly learn and effectively and safely use the equipment and tools necessary for the job; follow established safety practices and assume continuous responsibility for maintaining safe working conditions; wear and/or use required personal protection and safety equipment; work as part of a team or alone; maintain a suitable temperament for effectively performing repetitive or continuous duties; work irregular or extended hours; learn and maintain satisfactory bus and forklift driving skills; monitor fuel and use fluid measuring devices; complete required forms, including defect cards, and generate and maintain comprehensive records and reports to District standards to ensure all assigned vehicles are fit-for-service; possess the ability to react to change productively and handle new tasks as assigned; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Physical Requirements: Candidates must qualify following training and a physical evaluation to assess their ability to learn and continually follow the prescribed ergonomic techniques for doing the following in a safe manner: frequently lift and carry objects weighing an average of 21 lbs. and a maximum of 50 lbs.; continually walk, stand, sit, push, pull, climb steps, balance, bend, kneel, crouch, reach, power-grasp, and turn objects; frequently hold and safely manipulate a variety of hand and electronic tools; and frequently drive buses short distances ,and back-up buses using mirrors. In addition, candidates must possess the physical condition necessary to work outside in all Bay Area weather conditions; and work with cleaning products, solvents, and bus fluids including diesel fuel, motor oil, and coolant.

License Requirements: Must possess or obtain and maintain a valid California Class C California Driver License and meet the District's safe driving standards.

Optional License Desired: A California Class B Driver License with Air Brake endorsement.

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