



Job Description

| | | | | |
|--|------------------------|-------------------------|------------------|---|
| Title: Service Employee | | | | Revision Date 04/08/2022 |
| Reports to: Director of Maintenance | | | | |
| Directly Supervises: Not Applicable | | | | |
| FLSA Category Non-Exempt | Non-Represented | Safety Sensitive | Full Time | EEO Category Service Maintenance |
| Work Schedule (subject to change) Part Time – Monday through Friday, 5:00 p.m. to 9:00 p.m. | | | | |
| Job Description Summary Safely and efficiently cleaning and maintaining COLTS facilities and grounds. Safely and efficiently clean all COLTS vehicles. | | | | |
| Essential Functions | | | | |
| <ul style="list-style-type: none"> • Cleans and maintains appearance of COLTS vehicles and parts inside and outside. • Assists in performing a variety of janitorial duties in maintaining shop and offices in a clean and orderly condition. • Cleans and disinfects lunch/eating areas. • Cleans and disinfects all restrooms and replenish supplies. • Cleans and dusts all areas and offices in the administrative building. • Cleans maintenance areas using sweeper truck. • Dusts, cleans and scrubs all exterior surfaces. • Damp mops and/or cleans all spillage in offices, maintenance garage and public areas. • Cleans windows, doors and mirrors. • Maintains and restocks cleaning materials and supplies. • Sweeps, mops and scrubs all non-carpeted areas. • Vacuums all rugs and carpeted areas. • Empties trash and garbage containers and place in external dumpsters. • Separates garbage and takes to recycling plant. • Assists in maintain grounds using hand tools and equipment as directed. • Assists in making minor repairs to building as directed. • Assists in mixing and applying pesticides and sprays for vegetation, animal and insect control as directed. • Assists with building and grounds security and safety as directed. • Notifies management of repairs needed. • Clears leaves, trash and debris. • Sweeps and cleans walkways and sidewalks. • Shovels snow and clears ice from walkways and parking lot. Spreads salt as needed. • Post signs and secures areas that are unsafe. • Loads and unloads materials and equipment. • Reports and completes required documentation. • Miscellaneous basic repairs and adjustments. • Maintains work areas and tools. | | | | |

- Ensures all safety and security policies are maintained.
- Establishes and maintains effective work relationships.
- Required to work various shifts.

Additional Job Functions

- Performs other vehicle cleaning duties as assigned by Director of Maintenance and Facilities, Maintenance Supervisor or other COLTS management personnel.

Working Conditions

- Works onboard, in and around transit buses.
- Exposed to indoor, outdoor and maintenance environments.
- Wears personal protective equipment/safety equipment.
- Required to participate in random drug and alcohol testing as required by law.
- Exposed to moving vehicles and mechanical parts.
- Exposed to fumes, airborne particles, toxic chemicals and/or caustic chemicals.
- Exposed to vibrations and risk of electrical shock.
- Noise level is moderate but can be loud.

Physical/Mental Requirements

- Must be able to read, write, speak and understand the English language.
- Must be able to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals.
- Regularly required to walk, stand, sit, carry, climb, bend, reach, push, pull, lift, twist and bend.
- Required to occasionally stoop, kneel, crouch and crawl.
- Regularly required to use both hands performing simple grasping and fine manipulation.
- Occasionally required to use both hands performing firm grasping.
- Dexterity requirements range from coordinated movements of arms, fingers, and hands; coordinated movement of toes, feet, and legs; and torso movements as necessary to carry out job duties.
- Must be able to lift and carry objects with maximum weight of eighty (80) pounds.
- Must be able to hear and the vision requirements include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Vocal communication is required for expressing and exchanging ideas by means of the spoken word.

Qualifications

- Perform each essential function satisfactorily.
- High school diploma or G.E.D. equivalent preferred.
- Knowledge of vehicle maintenance procedures, tools and equipment.
- Knowledge of safe work practices and techniques.

Knowledge, Skills and Abilities Required

- Ability to perform routine tasks.
- Ability to perform mathematical calculations as it relates to job duties.
- Ability to make decisions based on training, experience, COLTS' policies and procedures.
- Ability to safely, securely and efficiently perform job duties.
- Ability to adhere to attendance policy.



Job Description

Acknowledgement

This job description does not constitute an employment agreement between COLTS and the employee, and COLTS management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Immediate Supervisor: _____ Date: _____

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.)

Employee Signature: _____ Date: _____

COLTS is an affirmative action and equal opportunity employer. In accordance with anti-discrimination law, COLTS prohibits discrimination and harassment of any type and affords equal opportunities to employees and applicants without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, disability, genetic information, age, retaliation, veteran status or other applicable legally protected characteristics.

COLTS is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities in employment, its services, programs, and activities. COLTS will continue to provide reasonable accommodations to employees and applicants with disabilities, and for religious observances and practices. To request reasonable accommodation, contact the Director of Human Resources and Customer Service, Keri Savage at 570-346-2061.