

# TRANSIT AUTHORITY OF NORTHERN KENTUCKY

## POSITION DESCRIPTION

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October 2018

Position Title: Utility

Dept./Division: Maintenance

Reports to: Director of Maintenance

FLSA Status: Non-Exempt

Job Classification: Utility

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### **JOB SUMMARY:**

Under the direction of the Director of Maintenance or his/her designate; performs duties related to the regularly scheduled cleaning of TANK vehicles, including thoroughly cleaning both the interior and exterior of the vehicle OR janitorial functions throughout the TANK facilities. *(job is determined through seniority pick)*

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- High school graduate or equivalent.
- Initiative and independent judgement
- Strong problem solving logic.
- Strong verbal and written communication skills.
- Ability to read and interpret documents such as: safety rules, operational, instructional and procedural documents.
- Ability to keep clear and accurate records and reports
- Ability to perform basic math.
- Ability to work cooperatively and be a team player
- Maintenance and automobile experience beneficial.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Cleans inside and outside of supervisor vans, trucks, transit and RAMP buses as scheduled.
- Cleans upholstery, windows, plastic, cloth seats, and metal on interior of buses.
- Cleans, sweeps, mops, and shampoos flooring inside of vehicles.
- Cleans the driver's area of any refuse; clean the dashes, steering wheel, and driver's seat.
- Removes graffiti and markings from the interior and exterior of coaches.
- Cleans all area to include: offices, dispatch areas, training room, driver's rooms, hallways on lower and upper levels of front office, and service center.
- Cleans and maintains all restrooms located throughout the facility, including all fixtures, floors, walls and filling dispensers (soap, toilet paper, hand towels).
- Maintains lower and upper level floors, furniture, walls and windows.
- Stripping and waxing of tile floors.
- Vacuuming of all carpeted areas.
- Sweeps outside walkway by front office lobby.

- Salts and removes snow on outside steps and walkways.
- Accurately completes all applicable maintenance records, reports and documents.
- Be alert for vandalism, fires, storm damage, equipment failure or unauthorized visitor on TANK property.
- Be familiar with company security and procedures practiced on property, especially on weekends when only one person may be present at times, due to road calls or other emergency.
- Maintains a clean, uncluttered and safe work area.
- Conducts all work in a safe and efficient manner preventing injuries to himself/herself and all other individuals.
- Observes and reports any potential safety hazards to a supervisor.
- Performs other duties as assigned.

**PHYSICAL DEMANDS:**

- Standing and walking for long periods of time on concrete surfaces
- Climbing stairs and inclines repeatedly.
- Bending, stooping, pulling, or pushing on a regular basis.
- Lift and carry objects up to 50 pounds.
- Correctible ability to see and hear in a normal range.
- Finger dexterity required to manipulate objects.
- Reaching and extending hands and arms in all directions.
- Exposure to the outdoor climates and weather.

**LICENSE REQUIRED:**

- None

**SUPERVISORY RESPONSIBILITIES:**

- None

**INTERNAL & EXTERNAL CONTACTS:**

- Internal Staff and customers

**TYPE:**

Various

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*This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. An incumbent may be asked to perform other duties as required.*