

# TRANSIT AUTHORITY OF NORTHERN KENTUCKY

## POSITION DESCRIPTION

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April 2018

Position Title: Service Center

Dept./Division: Maintenance

Reports to: Director of Maintenance

FLSA Status: Non-Exempt

Job Classification: Service to Maintenance

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### **JOB SUMMARY:**

Under the direction of the Director of Maintenance or his/her designate; performs duties related to cleaning, servicing, and parking buses and other vehicles. Must obtain a Commercial Driver's License, Class B.

### **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 and service all vehicles as needed - including fueling and checking all fluids.
- Maneuvers buses around TANK property, holding ones needed for shop work, pit work or servicing.
- Visually checks buses as they come in for damage, noise and leaks and reporting to shop supervisor.
- Inspects defect cards referring defects to mechanic on duty.
- Goes on road calls, when necessary, due to mechanical problems with buses in service.
- Accurately completes all applicable maintenance records, reports and documents.
- Performs additional jobs or duties assigned or requested to include, but not limited to: assisting mechanic on duty to perform repairs on buses, janitorial or facility maintenance duties.
- Be alert for vandalism, fires, storm damage, equipment failure or unauthorized visitor on TANK property.

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- 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:**

- CDL with Class B

**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.*