

JOB TITLE: Service Person
SUPERVISOR: Maintenance Supervisor
JOB DESCRIPTION: Properly clean, disinfect and fuel all vehicles.
DATE: December 21, 2020

ESSENTIAL FUNCTIONS:

Clean vehicles inside and out, using steam cleaning as necessary.
Disinfect vehicles as scheduled.
Fuel, oil and grease vehicles.
Check engine oil, transmission fluid, coolant and antifreeze as needed.
Change out light bulbs as needed.
Must park vehicles.
Custodial work to the building, grounds, and bus shelters as required.
Farebox reading and vault changing.
Maintain accurate records.
Other duties as assigned.

EDUCATION/EXPERIENCE:

High school diploma, graduation from trade or vocational school, or possess a GED certificate. Additional training at manufacturer's schools, courses or seminars is highly desirable.

MINIMUM REQUIREMENTS:

Possess the ability to operate all types of equipment owned and operated by the transit system.

Ability to operate fork lift.

Have a good knowledge of the street and highways of Metropolitan Knoxville.

Must possess a valid State of Tennessee Commercial Driver's License, Class "B" with passenger endorsement.

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write short correspondence.

Ability to effectively present information in one-on-one and small group situations.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers.

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee will occasionally be required to reach above shoulders, below waist and reach waist to shoulders.

The employee occasionally is required to sit, talk and hear.

The employee may experience repetitive motion of wrists, hands, and /or fingers.

The employee must occasionally lift and/or move up to fifty pounds.

Specific vision abilities required by this job include close vision, distance vision, and the ability to focus.

WORK ENVIRONMENT:

The employee regularly works near moving mechanical parts.

The employee is frequently exposed to outside weather conditions, including extreme heat or extreme cold. The employee may be exposed to wet and/or humid conditions.

The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals.

The employee may occasionally work in high or precarious places.

The noise level is usually loud.