



JOB TITLE:	BUS SERVICER	DIVISION:	BUS
REPORTS TO:	LEAD BUS SERVICER	EEO CATEGORY:	08 - SERVICE
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL, SAN FRANCISCO, NOVATO OR SANTA ROSA LOTS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, fuels, cleans, maintains and services District buses, support vehicles, facilities and other related equipment as directed.

Essential Responsibilities

- Receives vehicles and reviews defects reported by operators.
- Fuels vehicles and checks coolant, engine and transmission oil levels.
- Checks vehicle engine compartment, exterior and passenger areas, and reports equipment damage and/or deficiencies.
- Empties fare boxes and records fare box numbers.
- Moves vehicles to overnight parking area and performs engine shut off procedures.
- Washes exterior and thoroughly cleans interior of vehicles and records services completed.
- Maintains security and general housekeeping of workshop area, parking areas and terminal grounds, including bus equipment.
- Performs general and heavy-duty janitorial work in maintenance shops, office areas, and passenger terminals.
- Cleans oil sumps and separators.
- Operates and services a variety industrial equipment including fueling terminals, pressure washers, steam cleaners, laundry machines, filter crushers, and forklifts.
- Adheres to the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.



Required Knowledge, Skills and Abilities

Knowledge of:

- Common industrial safety protocols including safe use and storage of workplace chemicals and proper use of personal protective equipment (PPE).
- District Policies and Labor Agreement (MOU) Provisions.
- Occupational health and safety rules and working practices applicable to this position.

Skills or Ability to:

- Work alone and accomplish required duties with minimal supervision.
- Communicate information regarding vehicle/equipment status and condition clearly and effectively.
- Maneuver vehicles up to 60 feet in length safely and efficiently through fueling, washing and parking facilities.
- Establish and maintain cooperative and productive working relationships.
- Perform computerized data entry and basic business office technology functions such as use of email, data entry, work order processing and materials requisition.

Minimum Qualifications

Experience: 1) Minimum of Six months of full-time position related experience in service work: service station, janitorial, heavy duty cleaning or other full-time position related service work. 2) Experience in fueling and/or servicing medium or heavy vehicles or equipment is desirable.

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations within the last 3 years. No DUI's or Reckless Driving violations within the last 7 years.

Physical Requirement: Ability to work outside in all weather conditions. Occasionally lift up to 100 lbs. maximum with assistance; frequently lift, carry and manipulate up to 50 pounds. Ability to work standing, climbing and bending for entire shift. Works around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment.