

Job Title: Service Attendant I
Department: Maintenance
Report to: Director of Maintenance
Status: Full-Time; Non-Exempt

Essential Functions of the Job

- Properly clean and inspect all DCTA vehicles
- Service buses including but not limited to fueling, checking/replacing fluid levels, replacing oil, checking batteries
- Wash and maintain bus exterior and interior to TMDC/DCTA standards
- Perform general cleaning/housekeeping tasks associated with maintaining buses, equipment and shop area
- Other duties as assigned
- Availability outside normal work hours for special events or training

Qualifications

- High school diploma or equivalent
- Must be at least 21 years of age
- Must possess a valid Texas Commercial Driver's License (CDL Class A or B) with Passenger (P) endorsement
- Must have legal authorization to work in the United States
- Must submit to and pass a pre-employment drug and alcohol screen
- Must pass a physical exam with satisfactory results
- Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charges involving drugs, alcohol, violence, theft or arson
- Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any misdemeanor charges involving DUI/DWI, alcohol or drugs within the past five (5) years

Required Knowledge, Skills and Abilities

- Ability to follow safety precautions
- Ability to establish and maintain effective relationships with management, employees and the public
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to perform basic math calculations including but not limited to addition, subtraction, multiplication, division and units of measure
- Ability to work occasional overtime
- Ability to work designated shifts and days of the year including holidays

Equipment and Job Location

- Employee will operate a variety of vehicles at the Transportation Operations Building
- Employee travels though out Denton County and the North Texas area
- All DCTA and TMDC building and vehicles are smoke free

Physical Demands

- The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Frequently required to stand, walk, talk and hear
 - Occasionally required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl
 - Occasionally lift and/or move up to fifty (50) pounds
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

Work Environment

- The work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Regularly performs work near moving mechanical parts in outside weather conditions
 - Employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals and vibrations
 - The noise level in the environment varies in range from moderate to loud