



NORTH TEXAS MOBILITY CORPORATION

**JOB TITLE:** Service Attendant

**DEPARTMENT:** Maintenance

**REPORTS TO:** Lead Service Attendant

**JOB LOCATION:** DCTA Service Area

**LAST REVISION DATE:** 11/2019

**JOB TYPE:** Full-Time

**PAY TYPE:** Non-Exempt

**HOURS:** Days, Nights, Weekends, Holidays

### **JOB SUMMARY**

Services the buses, vans, and other DCTA vehicles. Represents the Fleet Maintenance Department in a positive, customer-friendly, respectful, honest, and professional manner. Upholds the NTMC mission and vision to internal and external customers and leads by example.

### **JOB FUNCTIONS**

*These duties are a general representation of the position; assignments may vary*

- Performs routine cleaning and detailing of buses/vehicles as needed or assigned, in all types of weather, including, but not limited to; operating bus wash and vacuum cleaners; sweeping and mopping floors; cleaning seats, dashboards, and windows; polishing panels and trim on the inside and outside of buses and vehicles; cleaning tires and rims; removing and properly disposing of trash found in the buses and vehicles.
- Checks and fills vehicle fluids and fuels as scheduled and as needed.
- Reports areas needing repairs to the direct supervisors or appropriate staff
- Reports any items found on vehicles to the appropriate staff
- Completes and logs fuel and mileage usage on buses when fueling

### **REQUIREMENTS TO PERFORM WORK**

#### ***Essential Knowledge and skills:***

- Knowledge of, or ability to learn, all equipment necessary to perform the duties of the position.
- Must possess a valid Driver's License.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma or (GED) or a combination of experience, training, and/or education that provides the required knowledge, abilities, and skills may substitute for the required education.
- Previous relatable experience is preferred but not required.

### **COMPETENCIES:**

***The ideal candidate will possess the following attributes:***

- Safety Acumen
- Self-Leadership
- Customer Service
- Communication
- Critical Thinking
- Trust
- Responsible
- Ethical
- Accountability



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**PHYSICAL REQUIREMENTS:**

***The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully.***

- Frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms.
- Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- Will occasionally be asked to move and lift objects weighing up to 75 pounds and heavier objects with assistance.

**WORK ENVIRONMENT:**

- Works outdoors and in inclement weather conditions such as rain, ice, sleet, and cold or hot temperatures.
- Often exposed to hazardous situations, conditions, and equipment that result in cuts, bruises, or minor burns.
- Frequently exposed to fumes, airborne particles, and toxic or caustic chemicals; and exposure to vibrations.
- Frequently exposed to sounds and noise levels that are distracting and may be uncomfortable daily.

**BENEFITS:**

- Medical: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- Dental / Vision: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- STD, LTD, Basic Life & AD&D
- 401K/ Employer Match
- Additional voluntary benefits offered during enrollment