



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. Performs additional tasks as assigned.

JOB FUNCTIONS

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

- Checks and fills vehicle fluids and fuels as scheduled and as needed.
- 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.
- 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 preferred, but not required.

PHYSICAL REQUIREMENTS:

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

- 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 in 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
- Additional voluntary benefits offered during enrollment