

**SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION**

BUS SERVICE WORKER

FLSA Exemption Status: Non-Exempt

Authorized: 10/99

Bd. Revised: 05/08

Job Summary

Cleans and services District coaches, other vehicles and related service areas; operates buses for servicing and maintenance purposes; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

Incumbents in this entry-level job classification clean and service District coaches, vehicles and related service areas.

Supervision Received

New employees receive close supervision within a framework of well-defined policies and procedures. Once proficiency is attained, assignments become more varied and are performed under general supervision within a framework of standard operating policies and procedures.

Supervision Exercised

Incumbents in this classification do not supervise others, but may provide direction to new employees on task and function.

Essential Functions and Responsibilities

Sweeps, mops, steams, scrapes and washes the interior and exterior of buses; sweeps and mops garage floors, pits, District parking lots, and service areas; lifts, moves and dumps trash containers; cleans maintenance office and storage room; performs daily visual vehicle inspection, reporting defects; makes non-mechanical road calls, checks and replaces consumables and equipment as necessary; checks engine fluids, refilling as needed; replaces accessories such as light bulbs, mirrors, wiper blades and seat cushions; drives buses between District locations; operates CNG fueling equipment; operates revenue collection equipment; safely operates a variety of equipment, including folklift, ground scrubber/sweeper, and upholstery cleaning equipment; installs and replaces vandal guards; places and replaces fliers and advertisements in buses; work will not encroach upon the work of higher classified positions; performs other related duties as assigned.

Bus Service Worker

Required Education, Experience, Knowledge Skills and Abilities

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:

High school diploma or equivalent.

Required Prior Experience:

Six months of full-time related work experience in a position successfully performing janitorial and/or industrial cleaning duties or a position responsible for the cleaning, maintenance and/or servicing of a variety of vehicles.

Licenses and/or Certificates:

Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:

- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.
- Basic first aid and safety practices.
- Proper handling and disposal of blood-borne pathogens.

Required Ability to:

- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Maintain current DOT medical certificate as provided by the District.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Learn and effectively perform a variety of routine maintenance assignments.
- Learn and effectively apply District policies and procedures.
- Learn and follow established safety practices.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood-borne pathogens.
- Understand and effectively follow both oral and written instructions.
- Work independently for long periods of time and as a positive team member.
- Perform heavy manual labor on a continuous basis.
- Communicate in a clear and understandable manner both orally and in writing.
- Read and understand designated computer reports and schedules.
- Use District cleaning supplies and equipment in an accurate and safe manner.
- Operate District vehicles and equipment in a safe and effective manner.

Bus Service Worker

- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- N/A

Physical and Mental Requirements

The essential functions of this job are performed in both a shop environment and outside in various weather conditions, including exposure to extreme heat and cold. Work is performed around moving vehicles, equipment and machinery with moving parts and under wet and slippery conditions. Incumbents are exposed daily to electrical hazards, toxic and/or caustic chemicals, grease, oil, dust, fumes, smoke, and gases and are intermittently exposed to loud noise and vibrations.

On a daily basis, the essential functions of the job require incumbents to climb ladders, stoop, kneel, crouch, stand, and walk and occasionally to crawl into confined spaces; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects; to lift, carry, push and pull objects weighing up to 50 pounds; to hear and talk to receive and communicate instructions and other information; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; and to see objects clearly within one to twenty feet, using a full field of vision and good depth perception with the ability to distinguish basic colors and shades of color.