

**MAJOR FUNCTION**

This is manual work servicing and cleaning bus vehicles and equipment. Specific assignments are usually received orally and work is performed under direct supervision except for the more repetitive cleaning duties which are done independently in accordance with standard methods. The work is performed on an assigned shift. Work is reviewed through observation and inspection in progress and upon completion.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Installs and maintains advertising, public information and route information signs in the buses. Sprays and fumigates buses to eliminate pests. Washes, cleans and vacuums buses and other equipment. Checks bus fluid levels such as oil, antifreeze, radiator water, power steering and transmission fluid. Repairs tires and replaces worn or damaged tires. Performs minor mechanical work such as lubing, brake work and changing motor and transmission oil. Removes vaults from meter boxes. Performs minor repairs and/or adjustments on fare collection equipment. Performs general maintenance and cleaning work in and around the garage and cleaning and sweeping the work areas. Repairs and replaces lights, turn signals and parts such as mirrors, fan belts and water hoses. Performs routine preventive maintenance on vehicle washing equipment. Performs related work as required.

**Other Important Duties**

Assists mechanics in performing general labor related tasks that do not require specific skills. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Some knowledge of automotive equipment and mechanical parts. Knowledge of the occupational hazards and safety precautions. Ability to follow oral and written instructions. Skills in the routine cleaning and servicing of buses and other equipment.

**Minimum Training and Experience**

Ability to follow oral or written instructions and six months of general maintenance, custodial or cleaning experience.

**Necessary Special Requirements**

Must possess the Class "B" State Commercial Driver's License (CDL) and "P" endorsement at the time of appointment, or must have passed the written CDL test/"P" endorsement and obtained a CDL permit at the time of appointment and obtain the Class "B" CDL and "P" endorsement within 60 calendar days from date of employment as a condition for continued employment.

Established: 08-15-83

Revised: 11-06-84

02-09-90

01-21-93

04-22-04\*

01-06-06