

## **Hill Country Transit District Job Description**

**Job Title:** Utility Worker  
**Department:** Fleet Maintenance  
**Reports To:** Fleet Manager  
**FLSA Status:** Non-Exempt  
**Salary:** \$11.30/Hour  
**Revision Date:** **January 1, 2015**  
**Effective Date:** **June 30, 2014**

### **SUMMARY**

Responsible for performing various tasks related to servicing and cleaning vehicles, equipment and amenities related to the direct or indirect provision of public transit service. Responsible for complying with all Hill Country Transit District (HCTD) policies and procedures and all funding source regulations and requirements.

### **ESSENTIAL JOB DUTIES**

1. Performs basic cleaning service for buses and support vehicles, to include regular washing of outside and inside of vehicles, with periodic major cleaning tasks to maintain vehicle cleanliness.
2. While cleaning vehicles, inspects for defects, loose fasteners or connectors, mirrors, etc., and if capable of doing so, tightens objects. Reports information to maintenance personnel or supervisor for repair if necessary.
3. Assists with cleaning facility restrooms and emptying garbage cans located on facility grounds and in the maintenance shop.
4. Cleans all bus stop areas, to include emptying trash cans, cleaning the walls, surface areas, and benches, and cutting excess vegetative growth, if required.
5. Assists in keeping the facility grounds clean by picking up trash, keeping oil dry on spills, sweeping up used oil dry and properly disposing it as needed.
6. If required, mows grass, and keeps fence area clear of vegetative growth at main facility.
7. Moves vehicles around the facility grounds after proper training has been provided.
8. Performs routine duties at the fuel island to include checking all vehicle fluid levels and adding appropriate fuels as needed, fueling vehicles, sweeping and vacuuming vehicles, running vehicles through automated bus wash, and exchanging fare box vaults.
9. Assists in the maintenance, accountability and proper storage of cleaning supplies and equipment and notifies the Fleet Manager of needs.
10. Maintains orderliness of cleaning supplies and cleanliness of fuel island and other assigned work areas.

11. Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to safely operate HCTD transit vehicles and maintain safety in all duties.
- Ability to work under stressful situations and manage multiple responsibilities.
- Ability to communicate effectively, and follow oral and written direction.
- Ability to prepare accurate records and reports.
- Ability to establish and maintain effective working relationships with staff, other agencies and the general public using tact, courtesy and good judgment.
- Ability to successfully complete all training programs as required by HCTD, state and federal rules and regulations.
- Ability to work independently with minimal supervision.
- Physical ability to perform the essential functions of the job.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee may be exposed to adverse weather conditions while performing duties outside. The employee may be exposed to fumes or airborne particles. The noise level in the work environment is usually moderate. Duties may be performed outside of normal working hours at varying hours of the day, including weekends and holidays.

### **PHYSICAL DEMANDS**

Must have good hearing and sight, including good depth perception, color vision, close vision, distant vision, and the ability to adjust focus. Must be able to bend, stoop, twist, turn, walk, climb, crouch, stand, and kneel. Must be able to occasionally lift and/or move up to 25 pounds.

### **REQUIRED QUALIFICATIONS**

- High School Diploma or Equivalent and six (6) months of cleaning experience.
- Must be 21 years of age.
- Must have a valid drivers' license.
- Have no more than two (2) moving violations in the past 12 months.
- Regular attendance and reliability is critical to business operations.
- Available and willing to work varying shifts, hours and days as assigned to include early mornings, late evenings, weekends, and holidays.
- Must have reliable means of communication, i.e., home telephone, cellular phone.

## **SUPPLEMENTAL REQUIREMENTS**

This position is classified as safety-sensitive and is required to undergo and successfully pass pre-employment drug and/or alcohol testing, criminal background check, and driving record check prior to appointment to position.

**This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job.**

Prepared by: Hill Country Transit District Human Resources Department