

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: TR005 Transit Service Worker
POSITION #/TITLE: 0338, 1136, 1249, 2458 Service Worker	Adopted: 07-97
	Revised: 03-16

POSITION DESCRIPTION

Dept: Development Services/Transit	Manager Level: Non-Manager
Salary Plan/Description: TRN/Transit	Salary Grade: 23
Reports To Position #/Job Code #/JC Title: 2261/NB310/Transit Operations Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications
Personal Protective Equipment: Eye, Hand, Foot	

General Statement of Duties

Provides servicing, cleaning and light maintenance of vehicles along with maintenance and custodial services to facilities and grounds in support of mass transit services provided to the general public.

Distinguishing Features of the Class

Works under general supervision from department management; exercises discretion with service calls and repairs, within prescribed and procedural guidelines.

Examples of Essential Work (Illustrative Only)

Provides vehicle servicing such as fueling buses and support vehicles, checking and filling automotive fluids, checking tire pressure, reporting vehicle damage and defects, etc.;

Washes and cleans interiors and exteriors of buses and support vehicles including proper clean-up of body fluid spills;

Performs routine light maintenance and repairs to transit vehicles such as replacing mirrors and headlights, changing windshield wipers, checking and changing tires, etc.;

Downloads farebox data and empties farebox vaults;

Drives buses and service vehicles at the bus garage, to and from road calls and other off-site servicing locations, drives buses through the bus wash, etc.;

Parks buses and coordinates bus assignments;

Performs maintenance and custodial services to transit facilities and passenger shelters such as snow removal, mowing and weed control, garbage removal, cleaning floor drains, cleaning floors and windows, cleaning restrooms and office areas, painting and repair services, etc.;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Knowledge of routine procedures used in performing service functions on automotive equipment;

Knowledge of effective methods and techniques of building and grounds maintenance acquired on the job;

Skill in specified service procedures;

Ability to operate the following equipment and tools: buses, service vehicles, mechanical hand tools; standard garage equipment, automated bus washer, building and grounds maintenance tools and equipment;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires a minimum of one year experience in maintenance and repair work, including experience in automotive vehicle servicing, building and ground maintenance.

Required Special Qualifications

Valid Commercial Driver's License Permit prior to appointment and valid Medical Examiners Certificate. Must obtain valid Iowa Commercial Driver's License (Class B) with passenger and airbrake endorsements within two months from appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to operate equipment and tools;

Sufficient manual dexterity which permits the employee to operate equipment and tools;

Sufficient personal mobility, which permits the employee to operate equipment.