



Cape Fear Public Transportation Authority

JOB DESCRIPTION

POSITION TITLE:	Service Employee
JOB SUMMARY:	Maintain the interiors and exteriors of all vehicles in the company's control.
WORK SCHEDULE:	Forty (40) hour work week. Hours may vary. Overtime may be offered and sometimes required. Must be available during disaster and emergency events. Must be available to be on call to respond to fixed route events.
REPORTS TO:	Vehicle Maintenance Manager / Maintenance Supervisor / Operations Manager

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned

- Operate and clean fuel station safely and professionally. Reports any fluid spills
- Daily fueling, washing, and dusting of all company vehicles
- Check all vehicle fluid levels and fill to proper level, daily
- As needed engine and chassis component steaming
- Maintain proper fuel, oil, and cleaning logs
- Cleaning of road call fluid spills and accident damage mess
- Daily interior and exterior cleaning, washing, waxing, and polishing of company vehicles.
- Must be able to work flexible hours and shifts as required, to include early "AM" call in for inclement weather when necessary
- Interact well with others and adhere to all company rules and policies
- Keep service truck ready at all times for snow removal or fluid spills by loading and unloading bags of speedy dry, ice melt, shovels and other equipment needed for these tasks.
- Emptying all trashcans and wastebaskets into dumpster daily or when full
- Switching off buses when needed, picking up supplies when needed, and other job tasks that may occur in a normal maintenance shop
- Other duties as assigned
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OTHER DUTIES: BUILDING AND GROUNDS

- Perform building janitorial, sweeping, mopping, dusting, floor waxing, emptying all trashcans/waste baskets and window washing
- Conduct general building and grounds repairs, painting, air and liquid hoses, lawn mowing and raking, shoveling, weed eating, tree and hedge trimming, light bulb replacement, etc.
- Maintain all bus shelters, walkways, entryways and stops for year-round accessibility for customers; to include cleaning, snow removal, shoveling, sanding, etc.
- Assist in Building and Maintenance duties as required

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Must be at least 21 years of age
- Minimum of 1 year of Vehicle Service Experience
- A drug test and pre-employment physical exam is required
- Must maintain driver insurability standards
- Be able to obtain a valid Class B North Carolina Commercial Driver's License with Air Brakes and Passenger endorsements to be able to operate and switch off buses.
- Maintain current DOT physical certification, and a good motor vehicle record.
- Must be able to lift up to fifty pounds.
- Must be able to climb and work from ladders and other lifts.

NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, Transit Management of Wilmington reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (i.e. emergencies, staff shortages, work load changes, rush jobs, or technological developments).

STATUS: FLSA Non-Exempt

SALARY RANGE: In accordance with current collective bargaining agreement

REVISION DATE: 10/13/20