Springfield Area Transit Company
Job Description

Job Title:	Utility- Fueler/Hostler	**Job Location:**	Springfield
Department:	Maintenance	**F.L.S.A. Status:**	Non-exempt
Union Status:	Bargaining unit	**Reports To:**	Director of Maintenance
Hours:	Full-time, 40-hours per week Saturday - Wednesday 4p.m.-12a.m. Note: Sunday shift is 2 p.m. – 10 p.m.	**1st Year Pay Rate:**	$24.32- Incl. Shift Dif. **Days Off:** Thursday & Friday

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Essential Duties: Under the general oversight of the Director of Maintenance, this position performs tasks related to retrieving, cleaning and fueling buses and requires a Commercial Drivers License (Class A or B) with no airbrake restriction. Company sponsored CDL training is available.

Responsibilities: The Bus Fueler/Hostler is responsible for the following duties:

- Retrieving buses from parked locations and position for cleaning, fueling and other required services; parking buses after all services are completed;
- Performing routine interior and exterior cleaning activities including cleaning, sweeping and detailing of bus interiors and washing exteriors according to established procedures;
- Checking and refilling oil, fluids, and fuel, and recording fuel usage;
- Signing out and securing fare box key;
- Pulling and securing fare boxes according to established procedures;
- Reading and recording hub meters;
- Performing other responsibilities of a Utility position as needed.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: High School diploma or G.E.D. is required. Must have at least two years of directly transferable skills and directly related experience. Ability to perform all cleaning/fueling activities within established time limits and ability to perform all work safely in a fast-paced environment. Must be able to drive a bus safely and follow all related policies and procedures. Comparable experience in a related area of skill/expertise will be considered. Prior experience using automated vehicle washing equipment and performing detailed cleaning of vehicles is preferred.

Safety-Sensitive Status: Safety-sensitive. Subject to Drug & Alcohol Testing requirements, including pre-employment drug screen and random drug screening during employment.

License Requirement: Must maintain valid CDL driver's license in good standing while in this position. Must <u>not</u> have airbrake restriction. Must have a current motor vehicle record in good standing. Must be able to maintain current DOT medical card.

Medical Requirements: Must meet the DOT requirements for Commercial Drivers licensing. A complete DOT physical and drug screen is a requirement of the pre-employment process.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Hearing/Talking: Listening and talking (communicating) are essential to performing this job. Must be able to hear and understand normal speech, as some job information is received verbally.

Mobility: Sits approximately 10% of the time while driving; extensive walking, bending, stooping and kneeling required while performing primary duties of the position. Stands and walks approximately 80% - 90% of the time and must be able to move freely within the work area. Occasional reaching above shoulders and overhead.

Lifting Requirements: Frequent lifting of up to 25 lbs. (e.g., fare boxes).

Visual Requirements: Must be able to read and comprehend written material and distinguish material using close-up vision, for example, to read assembly manuals and/or instructions, service area maps and shelter location maps, etc.

Dexterity: Frequent use of fingers and hands for use in grasping/using cleaning equipment (broom, water hose, etc.).

Work Environment: The work environment is characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a typical indoor wash rack facility and is mostly indoors. The noise level is usually low to moderate. Occasional exposure to weather conditions year-round, including exposure to snow/ice during winter months.