



Monroe Transit

TO: ALL DEPARTMENTS

FROM: Jerry Jenkins
Maintenance Director

SUBJECT: Vacancy for One (1) Service Worker
Monroe Transit System

Date: August 24, 2010

Monroe Transit System has an opening for a full time service worker. If this position is not filled by a current city employee within 5 working days it will be opened to the public on September 1, 2010.

SERVICE WORKER

GENERAL DESCRIPTION:

This position is the entry-level maintenance position. This individual performs utility functions and minor mechanic repairs. The duties and responsibilities are related to ensuring safe, clean vehicles and shop.

DUTIES:

- Daily, or at other times as directed, checks and fills all vehicle fluids and fuels.
- Daily, or at other times as directed, checks and cleans vehicles including exterior, interior and windows.
- Daily, remove graffiti from bus surfaces, interior seats, walls, windows, ceilings, and exterior.
- As directed prepares vehicles for various maintenance inspections by: cleaning battery cables and terminals; moving vehicles to service areas.

- As directed, changes lights including interior and exterior lights.
- Changes tires on vehicles as needed.
- Sets vehicles up, including positioning for operation.
- Daily removes fare boxes and probe fare boxes, notifying Director if Maintenance/Operations Supervisors/or General Manager of problems with fare boxes or farebox dumping immediately.
- Paints tire rims as required.
- Cleans and maintains service areas and yard areas.
- Performs paperwork in relation to this position.
- Other duties as assigned may be required.

RESPONSIBILITIES:

- Perform all assigned duties in a safe manner.
- Assure all vehicles are clean, fueled, and all fluids are at appropriate levels.

SKILLS, KNOWLEDGE AND ABILITIES:

- Demonstrated ability to safely operate vehicles.
- Ability to cooperate with fellow employees.
- Ability to follow directions with minimum supervision.
- Basic mechanical skills and aptitude.
- Knowledge of basic automotive and/or diesel maintenance helpful.
- Ability to use hand tools.
- Ability to learn new skills through a combination of on the job training and classroom training.

SPECIAL EQUIPMENT:

- This position requires the use and operation of the vehicle wash rack and hot water, pressure washer. This position also requires the use of the forklift and tire cage.
- Must maintain a current, valid Louisiana Commercial Class B License with air brake and passenger endorsements.
- Ability to pass a drug screening and physical.

- The task of proper maintenance also requires performances of functions as necessary outside under various weather conditions.
- Work typically performed in areas that are noisy, dirty, and greasy. Possibility of cuts bruises and scrapes.
- Minor exposure to chemical fumes and contact used in custodial work.
- May be required to work overtime as necessary.

MINIMUM QUALIFICATIONS:

- Must have a copy of your Social Security Card
- Must have a copy of your Driver's License
- Must have a copy of a current Motor Vehicle Report
- High School Diploma or equivalent.
- CDL Class B with Passenger and Airbrakes Endorsement.
- Able to lift 50 pounds.

PERFERRED QUALIFICATIONS:

- Vocational training.

TRAINING AND EDUCATION:

- The minimum education requirements are a high school diploma or general equivalency certificate. Completion of Vo-Tech or similar course in maintenance is beneficial, but not necessary. Experience in mechanical maintenance is helpful.

PHYSICAL EFFORT:

- This position requires moving vehicles to various locations on MTS property. The vehicles are equipped with automatic transmissions; however, only a few vehicles have power steering so this position requires the use of both hands. This position requires the dexterity and mobility to enter and exit a number of different vehicles during a work shift. This position also requires the individual to perform maintenance and cleaning functions with appropriate dexterity.
- Some lifting is done, possibly up to one hundred fifty (150) pounds. Arm movement is used in sweeping the floor of the bus, wiping the seats and cleaning the windows. There is a small amount of driving done, such as moving the buses about the property or delivering a bus to a driver on the road.
- There may be limited bending or stooping movements required while checking tire pressure or servicing the vehicles. However, this would not be an extended period of time. Climbing stairs in bus mezzanine.

WORKING CONDITIONS:

- This individual performing this job is required to move vehicles into and out of both the service and garage areas and over the road. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended periods creating temperatures similar to outside temperatures for short periods of time. The movement of vehicles and operation of engines in the service and garage areas results in occasional buildups of diesel exhaust fumes.