Serving Monongalia County, WV
420 DuPont Road • Morgantown, WV • 26501
(304) 296-3680 • Fax: (304) 291-7429
Internet: WWW.Busride.Org • Email: Bus@busride.org

Organization: Monongalia County Urban Mass Transportation Authority
Position: Bus Cleaner
Status: Full-time safety sensitive position, 6-month probation.
Benefits: Full benefits with 8 paid holidays; 80 hours of paid vacation per year; 96 hours of sick leave per year; accrues per Personnel Rules.

Job Summary

Works any of 7-days per week under the supervision of the Assistant Manager of Operations and/or Chief Executive Officer with daily reporting to the Assistant Manager of Operations and/or Shift Supervisor and is reviewed for compliance with established procedures while working, and through review upon task completion: works to perform routine vehicle cleaning activities; performs engine and fluid checks, washes vehicle exteriors and cleans vehicle interiors in compliance with established standards and procedures; performs other vehicle cleaning and maintenance labor functions as assigned or needed; operates a garage floor cleaner and maintains garage area through routine cleaning as needed.

Job Duties and Responsibilities

1. Works to clean vehicles, inside and out, as may be necessary to meet regular service needs;
2. Sanitizes and disinfects each vehicle and other common areas daily in compliance with established standards and procedures;
3. Performs daily checks of vehicle fluids such as oil, transmission fluid, washer fluid and brake fluid;
4. Assist to emergency road-calls and brake-downs of Mountain Line transit vehicles;
5. Records cleaning and fluid level check information on all transit vehicles;
6. Assists in cleaning, care and snow removal of all transit facilities, transfer points and bus stops;
7. Operates a walk behind or riding garage floor cleaner and maintains garage area through routine cleaning as needed;
8. Performs other minor maintenance duties as needed or assigned;
9. Promotes an image of professional, courteous service as a representative of the Mountain Line bus service;
10. Performs related work and duties as needed or assigned by supervisor;

Equipment Used

This position requires the use of mechanical shop-type maintenance equipment including a bus washer, fogger, walk behind floor scrubber/cleaner and related hand tools as well as operation of a riding floor cleaner.

External Contacts with Public and Officials

MOUNTAIN LINE TRANSIT AUTHORITY

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Employee encounters occasional contact with the public, other City and County departments and employees concerning vehicle locations and cleaning routines and procedures.

Physical Requirements

Employee's daily activities include walking, standing, and performing duties requiring use of arms, hands, or fingers in handling or manipulating objects, operating equipment, tools, and instruments requiring fine eye-hand coordination; other daily activities require a good deal of repeated bending, crouching, stooping, or stretching. Daily operations require lifting objects weighing as much as fifty (50) pounds.

Surroundings

Employee spends an average of eight (8) hours working in an indoors garage environment. Daily conditions encountered are: noise, dirt, odors, dust, fumes, vibration, and poor lighting. Other conditions vary with seasons.

Hazardous Conditions

Hazardous conditions encountered on a daily basis include mechanical hazards encountered in a garage setting and working around jacks, hoists, forklift; occasional hazards involve a work environment which contains potentially explosive materials, electrical hazards, fire hazards, and contact with potentially hazardous chemicals.

Qualifications

1. Must be available to work any day of the week, Sunday through Saturday;
2. Requires a high school graduate or equivalent in order to perform daily activities;
3. Requires the ability to lift objects weighing as much as fifty (50) pounds;
4. Requires operational knowledge of various types of heavy equipment in order to perform adequately engine fluid-level-checks and to fill fluids as needed.
5. Requires passing a professionally administered pre-employment drug screening and physical examination certifying employee ability to perform work related tasks as required.

Desirable Qualifications

1. High school education plus training in minor mechanical repairs;
2. Experience and training in mechanical repair of heavy equipment;
3. Five (5) years of experience in a garage or shop similar in operation;
4. West Virginia Motor Vehicle Inspection License, certification from diesel school, GMC, Ford, or Allison Transmission School, and any other certification applicable to mechanical work;

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5. The ability to assist mechanics when troublesome problems arise, and
6. Possession of a Class B driver's license.