

***Position Description***

***(For electronic versions of this document, please use the tab key to move from field to field)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | Cleaner | **FLSA Classification:** | Non-Exempt |
| **Department / Location:** | Maintenance/ Varies | **Job Code:** |  |
| **Completed By:** | Human Resources | **Date:** | December 13, 2011 |

|  |  |
| --- | --- |
| **Title of this Position’s Supervisor:** | Foreman |

|  |  |
| --- | --- |
| **Job Title(s) of Employees that Directly Report to this Position:** | N/A |
| **Total Number of Employees (direct or through subordinates) Supervised by this Position:** | N/A |

|  |  |
| --- | --- |
| **Job Purpose or Scope:** | Cleans interior, and washes exterior of vehicles. Cleans Authority buildings and grounds. |

|  |  |  |
| --- | --- | --- |
| **Major**  **Responsibilities:**  *List in order of*  *importance* | 1) | Cleans interior and exterior of all vehicles. |
| 2) | Cleans and maintains building and grounds. |
|  | 3) | Fuels, probes, and checks oil levels if needed. |
| 4) | Ensures work orders are completed properly and accurately. |
|  | 5) | Evaluates completed work prior to release – seeks supervisor approval where required. |
| 6) | Performs road calls and emergency services as necessary. |
|  | 7) | Moves vehicles safely between job and work area. |
| 8) | Communicates professionally with team members and supervisors. |
|  | 9) | Other duties as assigned. |
|  |  |
|  |  |  |
|  |  |



***Position Description***

|  |  |
| --- | --- |
| **Describe level of decision making and list examples of common decisions made:** |  |

|  |  |
| --- | --- |
| **Minimum Education & Certifications Required:** | High School diploma or equivalent |

|  |  |
| --- | --- |
| **Experience & Skills Required:** | Must possess the ability to complete the job task as assigned.  CDL required with the appropriate endorsements. |

|  |  |
| --- | --- |
| **Physical Requirements & Working Conditions (include amount of travel):** | Must be able to lift a minimum of 50 pounds.  Must be able to work in a standing position for long periods of time when working with lifts.  Must be able to work in a crouched or kneeling position or on back lying on bus floor while subjected to dust, dirt, and grease conditions.  May be subjected to moderate noise levels and extreme temperature changes.  Requires reaching, stretching, pulling and pushing as well as climbing stairs and ladders.  Requires grasping, holding and using mechanic’s tools. |

|  |  |
| --- | --- |
| **List any additional measures applicable to this position (Revenue, Headcount, # of buses; Budgets $ etc.):** |  |

|  |
| --- |
| ***Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.*** |

I have been issued a copy of this job description and job duties and I have read and understand it. I further understand that any violation of these duties may result in disciplinary action as outlined in the general work rules.

**Name: Date:**

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work performed. These are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so qualified.

Updated December, 2011