

ALLEN COUNTY REGIONAL TRANSIT AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Employee Name:	Position Title:		
Class Title:	Fueler/Cleaner		
Dept./Div.:	Transportation	Employment Status:	Full-time
Reports to:	Maintenance Manager	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	(9) Service Worker

POSITION SUMMARY: Under the supervision of the Maintenance Manager, this position is responsible for cleaning all ACRTA vehicles, both exterior and interior as directed by the supervisor. The position is required to fuel, record mileage and fuel dispensed on all of the ACRTA vehicles as directed by the Supervisor. Also responsible for changing oil, changing tires, facilitates maintenance, running parts and any other duties directed by the Supervisor.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus Minimum of one year experience in fueling and cleaning; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have a valid Ohio Driver's License.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, hand tools, power tools, buffers, booster, broom, sweeper, mop, maintenance equipment/tools, shovel, CPR and First Aide, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; ascends and/or descends ladders, stairs, or scaffolds; has exposure to loud noises; is exposed to possible injury from hazardous waste; is exposed to possible injury to unclean or unsanitary conditions; is exposed to possible injury from moving mechanical parts of equipment or machines; is exposed to possible injury as a result of falling from high places.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary to light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Clemans, Nelson & Associates, Inc.

Date Adopted: 8/13/2024

Date Revised:

4857-0889-0558, v. 1

Columbus, Ohio 43219

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

50% (1) Clean and keep exterior of all vehicles clean; assure that interior of all vehicles are clean (complete week performance measures, e.g., clean dashes on one vehicles; do all vehicles windows on another vehicle, clean all doors on another vehicle; do all jobs on a rotation basis until all vehicles are completed).

25% (2) Properly record mileage and fuel consumption in duplicate; monitor cleaning supply inventory and submit requisition slips to the Director of maintenance; supervise and delegate work assignments to Community Service and General Relief workers assigned to the ACRTA.

10% (3) Assist in fueling all vehicles used in service daily; ensure that work areas are kept clean and clean other areas as assigned by the supervisor; monitor fuel inventory; clean wash-bay drains; clean fueling stations; empty all trash.

10% (4) Maintains lost and found records and disposal.

(5) Maintains required licensures and certification, if any.

(6) Attends professional education and training conferences, seminars, and workshops, as necessary.

(7) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

5% (8) Demonstrates regular and predictable attendance.

(9) Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operations of the Allen County Regional Transit Authority.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: safety practices and procedures; agency goals and objectives;* agency policies and procedures;* personnel rules and regulations; radio operations; city street system; cleaning practices and procedures; bus operation and inspection; maintenance, and repair; vehicle maintenance and repair; supervisory principles and practices; project management; maintenance, and repair; heating, ventilation, and air condition; all Ohio traffic laws; bus safety rules and regulations.*.

Skill in: English, grammar, and spelling; computer operation; data entry; word processing; use of modern office equipment; communications skills, etc.

Ability to: step up and down bus steps; lift up to 50 pounds; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; maintain confidentiality; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; work varies hours; develop and maintain effective working relationships; travel to and gain access to work site; resolve complaints; to prepare records and reports.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Printed Name of Employee)

(Date)

(Signature of Employee)

(Date)

Date Adopted: 8/13/2024

Developed by:

Clemans, Nelson & Associates, Inc.

Date Revised:

4855-9197-7146, v. 1

Columbus, Ohio 43219