Position: Utility
Location: Happy Day Transit Center (HDTC)
Reports To: Maintenance Supervisor
Classification: Hourly/Non-exempt

Job Purpose:
Knowledge of general facility maintenance, fueling, major cleaning, property and vehicle cleanliness.

Major Responsibilities:
• General cleanliness of all facilities, vehicles, and equipment including all bus stops
• Cleaning interior & exterior of HDTC (Maintaining weeds, oil spots, general cleanliness of shop, facility and grounds)
• Fueling buses & adding necessary fluids as needed
• Maintain a safe, clean, teamwork area
• Move vehicles safely between job and work area
• Communicate professionally with customers, supervisors, team members, and client
• Operate Zamboni and snow plow
• Actively participate in safety or educational training as required
• Performance may be measured by the degree to which all grounds, facilities, and vehicles are clean and functioning in a safe and efficient manner
• Assist others as requested
• Other duties as assigned
• Cleaning and sanitation of interior of buses and support vehicles as needed

Level of decision-making:
• Determine how to prioritize tasks

Minimum Education and Certifications Required:
• High School diploma or equivalent
• Technical or vocational training preferred
• Must obtain and maintain a valid Idaho Commercial Driver’s License with required endorsements
• Must pass pre-employment physical, driving record review, criminal background review, and drug and alcohol pre-employment test
• Ability to communicate verbally and in writing
Experience and Skills Required:
• 1+ year of hands-on experience or vocational training
• Ability to work under time constraints and deadlines
• Problem solving and analytical abilities
• Computer skills preferred
• Demonstrated ability to communicate clearly
• Ability to follow written and oral instructions with minimal supervision
• Ability to establish and maintain effective working relationships with co-workers
• Ability to work flexible and varied work schedules including late night, early morning, weekends, snow days, and holidays

Physical Requirements and Working Conditions:
• Maintenance shop environment
• Ability to lift 65 pounds
• Use of full ranges of hearing, speech, and vision
• Use of fingers (manual dexterity) handling paperwork
• Stoop, crouch, squat or kneel when performing duties of any type
• Bend at knee, hip, waist when performing duties
• Stand while performing duties of any type
• Be subject to wet, cold or hot environmental conditions
• Write reports in a coherent, legible way
• Must be able to move about the transit facilities
• Must be able to sit and/or stand for extended periods
• Subject to dust, dirt, and grease conditions
• The overall physical requirements are ability to climb, kneel, walk, carrying, speaking, repetitive motion, balancing, reaching, pushing, hearing, reading, stooping, standing, lifting, finger dexterity, grasping, seeing, and calculating

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.