

JOB TITLE: Utility Cleaner

REPORTS TO: Service Supervisor, Supervisor/Manager of Operations

JOB SUMMARY: Responsible for checking fluids, refueling and cleaning COAST vehicles.

I. JOB DUTIES

ESSENTIAL FUNCTIONS

1. Performs the refueling of all in-service vehicles.
2. Checks and maintains fluid levels including engine oil, transmission fluid, coolant, windshield wash fluid, etc.
3. Cleans the interior and exterior of vehicles utilizing manual and automatic cleaning equipment.
4. Drives vehicles during the cleaning process and parks vehicles in prearranged order.
5. Maintains work area in a clean, safe, and orderly condition.

OTHER JOB FUNCTIONS

1. Assumes additional responsibilities as required including those on a temporary or permanent basis.

II. SAFETY DUTIES

1. Operate all COAST vehicles with extreme care and attention to detail in the interest of safety and preventability.
1. Report vandalism to the Service Supervisor
2. Report threats and vulnerabilities of vehicle storage facilities
3. Report any security concerns to the Service Supervisor
4. Ensure that facility is secure at end of shift

III. MENTAL REQUIREMENTS

KNOWLEDGE

Ability to operate cleaning equipment and safely operate vehicles at the COAST facility.

EMOTIONAL/PSYCHOLOGICAL FACTORS

Stress is limited. Emergency situations are not typical of this position. No public contact required. Some decision making skills required, for example, to determine if a vehicle is damaged.

IV. PHYSICAL REQUIREMENTS

Operating a bus/van is an essential function of the job.

MOBILITY

Sits while operating bus/van around garage approximately 5% of work day. Stands and moves freely around the garage while performing work duties 55% of the work day. Stoops or bends 20% of the work time. Climbs in and out of buses/van 10% of the work time. Crawls (sometimes in tight spaces) 10% of the work time.

EXAMPLES OF WEIGHTS LIFTED AND THEIR FREQUENCY

Lifting is an essential part of the job. Regularly lifts up to 35 lbs. Lifts hood of buses/vans to access fluid gauges, etc. Pushes/pulls mop buckets, tool carts, etc. weighing up to 50 lbs. regularly.

VISUAL REQUIREMENTS

Must be able to read and comprehend written material and distinguish material using close-up vision. Close-up vision is critical for reading data collector and MSDS sheets. Depth perception, peripheral vision, distance vision, and color perception are required for driving. Color vision is essential to distinguish chemical codes which are represented by color.

DEXTERITY

95% of the work time involves extensive of hands and fingers Reaching and grasping are involved in approximately 80% of the work time activities. Reaches overhead 30% of the work time. Grasps mops, brooms, long handled scrubbers, rags, fuel nozzles, etc.

ENVIRONMENTAL CONDITIONS

Noise level is usually loud - multiple diesel engines, pneumatic tools, etc. Must wear water repellent clothing when cleaning the exterior of vehicles. Regular exposure to outdoor weather extremes. Retrieves vehicles from outdoors and fuels and cleans vehicles indoors. Regular exposure to vehicle emissions. Regular exposure to cold, wet, humid conditions. Regular exposure to dust and dirt. Regular exposure to chemical cleaning agents (mixed with water).

HEARING/TALKING

Must be able to hear and understand normal speech, as most job information is received verbally.

V. MISCELLANEOUS

Must be willing to work shift hours and days as bid and assigned. Must have a valid Driver's License.

The above description is intended to describe the general content, identify the essential functions, and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.