



Cooperative Alliance for Seacoast Transportation
Vehicle Cleaner – Part Time
Job Description

- POSITION TITLE:** Vehicle Cleaner – Part Time
- JOB SUMMARY:** A vehicle cleaner services COAST vehicles, ensuring they are clean, fueled, have appropriate engine fluid levels, and are generally ready for service.
- CLASSIFICATION:** FLSA Non-Exempt (hourly, eligible for overtime)
- WORK SCHEDULE:** Part time work week up to 25 hours per week. Shifts are primarily in the evening (approximately 5:00pm – 10:15pm), or mid-day detail (flexible hours); however, some early morning work may be available. Must be available during disaster and emergency events.
- REPORTS TO:** Fixed Route Supervisors

JOB DUTIES:

1. Essential Functions

- a) Performs the refueling of all vehicles.
- b) Checks and maintains fluid levels including engine oil, transmission fluid, coolant, etc.
- c) Cleans the interior and exterior of vehicles utilizing manual and automatic cleaning equipment.
- d) Cleans spills, including bodily fluid spills (such as vomit) from vehicles using personal protective equipment, and proper cleaning and disposal methods.
- e) Drives vehicles during the cleaning process and parks vehicles in prearranged order.
- f) Maintains work area in a clean, safe, and orderly condition.
- g) Documents vehicle information, including mileage, condition, and services performed.
- h) Collects materials from vehicles and turns them in, including operator inspection reports, lost and found, etc.
- i) Stocks vehicles with schedules and other COAST materials.
- j) Removes expired advertisements or other material from vehicles at Supervisor's direction.
- k) Assists in the removal of snow off busses and COAST building using a roof rake.
- l) Shovels snow from yard, sidewalks, entry ways, bus stops, and shelters, as directed.
- m) Spreads sand and salt on snowy or icy portions of the yard.

2. Other Job Functions

- a) Assumes additional responsibilities as required.

3. Safety Duties

- a) Report security concerns, threats, vulnerabilities and/or vandalism to the Fixed Route Supervisor.
- b) Ensure that facility is secure at end of shift

REQUIREMENTS:

1. Knowledge

Ability to operate cleaning equipment and drive vehicles on company property.

2. 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.

3. Physical Requirements

Operating a bus and 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 and vans 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 and vans to access fluid gauges, etc. Pushes and 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 odometers, worksheets, and Safety Data Sheets (SDS). 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 use 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, including 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. Accommodation can be made for those unable to hear and or speak in English.

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.

Name: _____

Signature: _____

Date: _____