



## **PTM of Boise JOB DESCRIPTION**

**Job Title:** Fueler/Cleaner  
**Department:** Maintenance  
**Reports To:** Director of Maintenance  
**Subject to Collective Bargaining Agreement**

**FLSA Status:** Non-Exempt  
**Prepared Date:** 04/01/04  
**Amended Date:** 12/01/11  
**Employment Type:** Employee

### **Summary**

Perform scheduled maintenance of fuel, check lubricant/fluid levels in mass transit vehicles and light vehicles. Detailing the interior and exterior of the vehicles. Perform custodial duties around facility. This position is under the general supervision of the Director of Maintenance who provides instructions on routine work and new assignments.

### **Essential Duties**

- Fuel and check lubricant/fluid levels in mass transit vehicles and light vehicles on a daily basis. Refill as necessary, recording the type and amounts dispersed.
- Wash buses, vans and other vehicles in a bus washer on a daily basis, or as otherwise scheduled.
- Perform a deep cleaning of vehicles as required.
- Probe and pull fare boxes.
- Start buses and perform operational readiness inspections during each shift.
- Provide assistance to mechanics when needed.
- Drive buses and vehicles to designated locations as needed.
- Maintain the office premises in a clean and orderly condition as well as perform facilities maintenance.
- Install advertisement signs inside of buses.
- Perform work safely in accordance with departmental safety procedures. Operate equipment safely and report any unsafe work condition or practice to supervisor.
- Read and obtain a thorough knowledge and understanding of the Employee Handbook, the Discipline Code, the Collective Bargaining Agreement and all other policies and procedures and abide by them in the performance of duties.
- Treat all passengers and ValleyRide employees in a respectful, professional manner.

### **Non Essential Duties**

- Perform other related functions as assigned or apparent.

### **Education and/or Experience**

High school diploma or general education degree (GED). A minimum of one year's experience in light duty vehicle service and repair and/or janitorial work.

### **Certificates, Licenses, Registrations**

Possess a valid Class B CDL with airbrake and passenger endorsements. Satisfactorily pass an annual physical examination which shows capability to perform essential duties. Satisfactorily pass a drug test as requested. This position is subject to the successful completion of a criminal background check.

### **Job Description, Fueler/Cleaner**

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.
- **Quality** - Must have knowledge of methods, materials and equipment used on the job; Completes work in timely manner.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

#### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to keep records accurately.

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **Teamwork Skills**

Possess good teamwork skills and the ability to effectively communicate with all employees. Ability to work and get along well with others.

#### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Other Skills and Abilities**

Knowledge of and ability to use basic automotive mechanic's tools.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is required to sit; climb or balance and stoop, kneel, crouch, twist, bend, or crawl frequently. The employee must lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and the noise level in the work environment is usually moderate.

#### **Job Description, Fueler/Cleaner**

**This position description in no way states or implies that these are the only duties/functions to be performed by the incumbent. Employees will be required to follow any other job-related instructions and to perform any other job-related duties/functions requested by their supervisor.**

**This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

APPROVALS:

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Maintenance Superintendent	Date
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Human Resources	Date

I hereby certify that I have read and understand my job description. In addition, I accept the responsibilities of this position and acknowledge that I have received a copy of my job description.

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Employee's Signature	Date
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Print - Employee's Last Name, First Name	

**PTM of Boise is an Equal Opportunity/Affirmative Action Employer.  
We actively promote a Drug-Free Workplace.**