



Westmoreland County Transit Authority

Paratransit Utility Worker

Reports To:	Maintenance Manager	Salary Range:	
Department:	Maintenance	Pay Type:	
Effective Date:	1/1/2020	Approval:	
Revised Date:		Approval:	

JOB FUNCTION

Utility Worker reports to the Maintenance Manager.

ESSENTIAL DUTIES

1. Cleans the exterior and interior of transit vehicles using hand and power equipment
2. Cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whisk broom
3. Wash interior windows, dash area, seats, seatbelts, ceiling and walls
4. Mops floors of the vehicle
5. May sterilize interior of vehicle, using sterilizing sprays or sanitizers
6. Checks interior for vandalism and conditions which would injure passengers or their clothing and reports damage or repairs damage as applicable
7. Remove trash and gum from vehicle interior
8. Removes dirt, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment, or by spraying or washing vehicles, using spraying equipment, brush or sponge
9. Cleans exterior windows with water, cleansing compounds, and cloth or brush
10. Clean tires and rims
11. May polish exterior of vehicle
12. Checks exterior for evidence of damage and reports damage
13. Replenishes sanitary supplies in vehicle compartments
14. Turn valves or handles on equipment to regulate pressure and flow of water, air, steam, or abrasives from sprayer nozzles
15. Turn valves or disconnects hoses to eliminate water, cleaning solutions, or vapors from machinery or tanks
16. Mix cleaning solutions and abrasive compositions and other compounds according to formula

17. Fuels buses and checks oil and water levels when required
18. Steam clean engine
19. Trades out buses when required
20. Moves and lines up buses in yard
21. Must be able to follow safety procedures including wearing personal protective equipment
22. Must be able to operate Authority vehicles
23. Maintain a clean and safe work area by clearing floors and work surfaces of trash, cleaning up spills and debris and returning working materials and equipment to proper storage
24. Maintain tools and equipment in a safe and working order
25. Provide maintenance assistance to mechanics as required
26. Perform normal building maintenance duties as assigned
27. Interior and exterior facility day-to-day cleaning and upkeep, including trash removal and garbage pick-up, cleaning surfaces and floors of common areas and restrooms, and using a broom, cloth, mop, vacuum cleaner for all other office space.
28. Stocking paper products in common areas and restrooms.
29. Following company protocol and procedures during shift without direct supervision
30. Be able to act appropriately when faced with emergency situation by the utilization of common sense coupled with following Authority protocol and procedures
31. The ability to recognize and report hazards and apply safe work methods
32. The ability to establish and maintain effective working relationships with supervisor and co-workers
33. Be able to follow directions and communicate with Supervisory personnel

Responsibilities:

- Must be able to report to work seven days a week or during hours of operations.
- Participation when necessary in Authority training sessions at times outside of regular work shift
- Must be able to wear a company-prescribed uniform during work hours
- Must be able to maintain regular attendance in accordance with Authority standards
- Communication with Supervisory personnel regarding changes in medication
- Communication with Supervisory personnel regarding any license revocation or off-duty traffic violations
- Communication with Supervisory personnel regarding accidents and moving violations immediately
- Comply with and participate in training requirements as established by the Authority
- Continuing knowledge of local and state traffic rules and regulations
- Continuing knowledge of operational aspects of a variety of vehicles
- Must be able to accurately record hours of work on time cards/time reporting systems
- Must be able to maintain inventory of supplies

Functions and Physical Demands:

- Ability to physically perform the essential functions of the job

- Ability to use necessary cleaning equipment and tools properly
- Ability to work with solvents, detergents, and adhesives
- Walk and Stand on concrete or asphalt surfaces
- Bend, stoop, crouch, squat and crawl to clean vehicles
- Reach below, at and above shoulder height to clean vehicles
- Stretch, twist, or reach out with the body, arms, and/or legs
- Use of arms, legs and body torso to climb steps into bus while maintaining three points of contact
- Hand, power, and air tool use required
- Climb, stand, and balance on ladders or platforms
- Using hands and arms in handling, installing, positioning, and moving materials, and operating equipment
- The employee must lift, carry, push, pull and/or move up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly

QUALIFICATIONS

- Must also be able to communicate with Authority co-workers as to route information and/or emergency situations
- Must have job related experience
- The ability to complete reports
- Must be able to effectively communicate and follow oral/written instructions that are provided in English

EEO STATEMENT

WCTA is proud to be an equal opportunity employer- and embrace our employees' differences, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or Veteran status. The more inclusive we are, the better our work will be.

GENERAL SIGN-OFF

This job description does not constitute an employment agreement between WCTA and the employee. WCTA management reserves the right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this general sign-off and job description.

Print Name

Signature

Date

Supervisor

Date