



Job Description

Issue Date : 11/23/2016
Revision # : 1
Last Revised : 12/06/2016

Job Title: Utility / Driver Part-Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
Human Resources Assistant	12/06/2016	Service Manager	11/23/2016	Human Resources Director	11/23/2016

Reports To: Service Manager

Supervisory Status: No

Description:

This position will perform various production tasks, maintenance activities and other miscellaneous duties as directed by the Supervisor. This position will follow all procedures and instructions as directed by Management.

Duties:

- Follow instructions given.
- Follow Safety policies and work in a safe orderly manner.
- Report any and all unsafe conditions to Management.
- Pick up parts, drive vehicles as instructed, including fueling buses, pick up other employees, and customers as instructed.
- Wash buses, and clean interiors using established procedures.
- Organize and arrange vehicle in the lot.
- Perform various production duties as directed.
- Other duties assigned.

Background/Experience:

- Must have a valid CDL
- High School Diploma or equivalent
- Good verbal and written communication skills
- Willingness and ability to work as a team player
- Prior washing and detailing experience
- Professional demeanor and cooperative attitude
- Ability to follow directions

Physical Requirements:

- Must be able to sit and remain alert while driving for a long period of time
- Must have the ability to lift, push and pull a minimum of 50 lbs.
- Will be required to do frequent kneeling, stooping, squatting, crawling and climbing as needed to perform multiple tasks of position
- Must have good manual dexterity
- Must satisfactorily pass a drug test
- Must satisfactorily pass an alcohol test
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I have read this job description and understand that the duties and responsibilities set forth may be subject to change by management at any time.

X _____
Candidate's Signature Date