



Job Description

Issue Date : 12/9/2015
Revision # : 0
Last Revised : n/a

Job Title: Utility Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	12/9/2015	Service Manager	12/9/2015	HR Director	12/9/2015

Reports To: Operations Manager

Supervisory Status: No

Description:

- This position will follow all procedures and instructions as directed by the Operations Manager.

Duties:

- Follow instructions given.
- Follow Safety policies and work in a safe orderly manner.
- Report any and all unsafe conditions to Management.
- Wash buses, and clean interiors using established procedures.
- Complete paperwork as required, including filling out Mechanics parts sheets, parts requisitions forms, computer input, matching packing slips to purchase orders, double check shipments against purchase orders, stock and pull parts as requested by supervision and Management.
- Other duties as assigned

Background/Experience:

- Must have Texas Class B CDL with passenger endorsement, prior shipping and receiving experience, and parts knowledge
- Basic Computer skills (MS Word, MS Excel, MS Outlook)
- Ability to follow directions
- Ability to communicate clearly functions of vehicles upon delivery to clients
- Professional demeanor and cooperative attitude
- Must be able to lift up to 50 pounds
- High School diploma

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