



### Job Description

Issue Date : 09/20/2012  
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**Job Title: Utility Person** Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Director	09/20/2012	Operations Manager	09/20/2012	HR Director	09/20/2012

**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.
- 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.
- 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.

**Education/ Experience:**

- Must have a valid driver license.
- Good verbal and written communication skills
- High school diploma or equivalent

**Physical Requirements:**

- Must be able to lift, push and pull a minimum of 50 pounds
- Will be required to do frequent kneeling, stooping, squatting, crawling and climbing to perform multiple tasks of position.
- Must have good manual dexterity.

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