



Job Description

Issue Date : 09/20/2012
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Last Revised : n/a

Job Title: Utility 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: Assistant Service Manager
Supervisory Status: No

Description:

- This position will follow all procedures and instructions as directed by the Assistant Service 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 be able to lift up to 50 pounds.
- Good verbal and written communication skills
- High school diploma or equivalent

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