

**Allen County RTA
Job Description**

Fueler/Cleaner

DIVISION:	Transportation	DEPARTMENT:	Maintenance	REPORTS TO:	Maintenance Manager
FLSA STATUS:	Nonexempt	EFFECTIVE DATE:		June 2014	REVISION DATE: March 2020

PURPOSE OF POSITION:

The Bus Fueler /Cleaner will be responsible for cleaning all ACRTA vehicles, both exterior and interior as directed by the Maintenance Manager. The Bus Fueler/Cleaner will also be required to fuel, record mileage and fuel dispensed on all of the ACRTA vehicles as directed by the Maintenance Manager. Responsibilities will also include running parts, changing oil, changing tires, facilities maintenance and any other duties directed.

ESSENTIAL JOB FUNCTIONS:

- Keep exterior of all vehicles clean
- Assure that interior of all vehicles are clean (complete week performance measures e.g. clean dashes on one vehicle, do all windows on another vehicle, clean all doors on another vehicle, do all jobs on a rotation basis until all vehicles are completed
- Properly record mileage and fuel consumption in duplicate
- Monitor cleaning supply inventory and submit requisition slips to Director of Maintenance
- All other duties as assigned
- Supervise and delegate work assignments to Community Service and General Relief workers assigned to the ACRTA
- Fuel vehicles used in service daily
- Maintain cleaning area
- Clean on facilities as needed
- Monitor Fuel inventory
- Clean wash-bay drains
- Clean fueling station
- Empty Trash

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QUALIFICATIONS:

Clean driving record
Must have a clean criminal background check
Must pass Random Drug & Alcohol testing

Licensing/Certification:

Knowledge, Skills and Abilities:

Physical Requirements:

Standing long periods of time
Walking
Stooping and bending
Must be able to lift 50 lbs

Working Conditions:

Normal warehouse/transit environment.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations.

Signed:

Date: