

**Rogue Valley Transportation District
Job Description
January 2004**

Job Title: Vehicle Fueler
Department: Operations/Maintenance Section
Reports To: Operations Manager
FLSA Status: Non-Exempt

SUMMARY

Under general supervision fuels, washes, cleans, and performs other service functions on District coaches, support vehicles and other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Moves District Vehicles from various parking areas to the Fuel Island.
- Fuels equipment with proper fuel, check and adjust engine oil, transmission oil and other fluids as needed.
- Check air pressure in all tires and fill out all required paperwork as instructed.
- Clean interior and exterior of transit coaches and support vehicles. Interior cleaning to include windows, walls, seats, rails, mopping, stripping and waxing of floors etc.
- Sweeps, cleans and maintains work area.
- Practices safe work habits to include wearing safety equipment when required. Reports unsafe working conditions to supervisor.
- Pulls fare box vaults from buses and places them in a locked storage area, then places an empty vault back in bus.
- Performs other work as required by Maintenance Manager or shift supervisor.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Experience servicing, fueling and cleaning automotive or heavy-duty equipment desirable.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Oregon commercial driver's license is desirable (or be able to obtain one within ninety (90) days of employment) and a clean driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and is occasionally exposed to toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually loud.