

Position Description For Shop Attendant

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Shop Attendant. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District (The District) fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. The District recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below his or her own.

POSITION:	Shop Attendant
SUPERVISOR:	Maintenance Director
LOCATION:	700 Westridge, Spring, Texas
JOB BRIEF:	The position of Shop Attendant is responsible for washing and cleaning all BTD vehicles, and cleaning the shop area.

ESSENTIAL FUNCTIONS

- Clean vehicles interior.
- Clean maintenance shop area.
- Perform landscaping duties.
- Complete paperwork on all assignments.
- Maintain professional customer/employee/supervisor relations.
- Maintain the standards of The District, including but not limited to the Drug & Alcohol and safety policies and procedures.
- Maintain confidentiality of information.

EDUCATION REQUIRED

- Be able to read and write English.
- Maintain a class B CDL with passenger endorsement.

SUPERVISION RECEIVED

Daily supervision.

RESPONSIBILITIES

- Maintain the standards of The District, including but not limited to the Drug & Alcohol and safety policies and procedures.
- Perform all duties as required in the essential functions.
- All other duties as assigned.

APTITUDES REQUIRED This position requires the following levels of aptitudes:

Reasoning Development - must be able to apply common sense understanding to carry out simple one or two step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.

Language - must be at a level that would normally read at a rate of 95 - 120 words per minute. Must be able to print simple sentences containing subject, verb and object. Must be able to speak simple sentences using normal word order, present/past tenses.

Math Development - must be able to add and subtract two digit numbers. Multiply and divide 10's and 100's by 2, 3, 4, and 5. Perform operations with units such as cup, pint, quart, inch, foot, pound, and ounce.

PHYSICAL REQUIREMENTS

- Have constant need (66% - 100% of time) for standing and walking.
- Have frequent need (33% - 66% of time) for bending, stooping, squatting, climbing stairs, pushing, pulling, reaching above shoulders, grasping, gripping, finger dexterity, and for driving or operating equipment.
- Have occasional need (1% - 33% of time) for climbing ladders.
- Have rare need (less than 1% of time) for sitting, lying down, typing or writing.

LIFTING/CARRYING

- Have frequent need (33% - 66% of time) to lift/carry under 10 pounds.
- Have frequent need (33% - 66% of time) to lift/carry 10 - 20 pounds.
- When occasions arise to lift 20 pounds or above, must request assistant.

VISION REQUIREMENTS

Have constant need (66% - 100% of time) to be able to see detail, and to see beyond arms length.

HEARING REQUIREMENTS

Have constant need (66% - 100% of time) to be able to hear other personnel to communicate effectively.

SPEAKING REQUIREMENTS

Have constant need (66% - 100% of time) to be able to speak to other personnel to communicate effectively.

ENVIRONMENT- WORKING CONDITIONS

- Have frequent need (33% - 66% of time) to work indoors, work outdoors, and work in confined space.
- Have constant need (66% - 100% of time) for eye/hand/foot coordination, for exposure to fumes, chemicals, solvents, etc. as well as exposure to extreme temperatures.

OPTIMUM QUALIFICATIONS

The successful candidate should have at a minimum good English communication and must also meet the aptitude requirements listed in this description. Exceptional organizational skills are needed.

I have read, understand and agree to perform the duties as outlined in this position description.

Employee's signature

Date

Supervisor's signature

Date

Applicant Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Shop Attendant for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined on
No _____ the position description.

Other (Please explain):

Applicant Signature

Date

Employee Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Shop Attendant for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined on
No _____ the position description.

Other (Please explain):

Employee Signature

Date
