



Brazos Transit District

Job 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 fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below their own.

Job Title:	Shop Attendant
Supervisor:	AGM for Maintenance and Facilities
Location:	2117 Nuches Lane, Bryan, Texas 202 S. Pan American Dr., Livingston, Texas 5882 Hwy 59 S, Lufkin, TX 75904
FLSA Status:	Non-exempt
Safety Status:	Safety Sensitive
Job Brief:	The position of Shop Attendant is responsible for washing and cleaning all BTD vehicles and cleaning the shop area.

Essential Functions

- Clean, sanitize and detail vehicles interior and exterior.
- Clean maintenance shop area.
- Complete paperwork on all assignments.
- Receive off-site delivery of materials.
- Maintain confidentiality of information and Professional Customer/Employee/Supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code of Conduct and safety policies and procedures.
- Must possess and maintain a valid Texas driver's license throughout employment.
- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.
- May be assigned to work and perform duties outside the scope of their normal work schedule to fit the needs of BTD, including holidays and weekends.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES - All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

Education and Experience

- Be able to read and write English.
- Must possess or obtain a Class B CDL within the 180-day probationary period and maintain such throughout employment.

Aptitudes Required This job 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.

Supervision Received

Daily Supervision.

Work Environment

Constant need for daily outdoor work including: dampness, dirt, noise, temperature extremes, vehicle fumes, petroleum products, chemicals, vehicle vibrations, traffic, bad road and weather conditions, and for eye/hand/foot coordination. Occasional need to work indoors and in confined spaces.

Physical Requirements

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

Lifting/Carrying

- Have occasional need (1%-33% of time) to lift/carry under 10 pounds, and to lift/carry 10-25 pounds.
- Have rare need (less than 1% of time) to lift/carry 26-150 pounds.

Vision

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

The Texas Administrative Code (2) requires that individuals holding a CDL must have 20/40 or better vision in both eyes, and not be colorblind. An individual may apply for a vision waiver if they have 20/40 or better distant binocular accuracy with or without corrective lenses.

Hearing

Have constant need (100% of time) to be able to hear other personnel to communicate effectively, and to detect vehicle horns, emergency vehicle sirens, and train signals.

Bus operators must have hearing adequate to detect vehicle horns, emergency vehicle sirens, and train signals. The Texas Administrative Code (2) requires that individuals holding a CDL have good hearing.

Other

Ability to speak with other personnel to communicate effectively.

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. Candidate must be available at least one Saturday per year for training purposes.

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

Employee's signature

Date

Supervisor's signature

Date



Brazos Transit District

Applicant Acknowledgement

I _____ acknowledge that I have received a copy of the job description for the Shop Attendant for Brazos Transit District. I further acknowledge that I have read the job 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 job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Applicant Signature

Date



Brazos Transit District

Employee Acknowledgement

I _____ acknowledge that I have received a copy of the job description for the Shop Attendant for Brazos Transit District. I further acknowledge that I have read the job 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 job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Employee Signature

Date