King County
Classification Specification

9454100
TRANSIT UTILITY SERVICE WORKER

Class Summary

The responsibilities of this classification include maintaining the cleanliness of interiors and exteriors and performing fundamental service work on transit coaches and other vehicles.

Distinguishing Characteristics

This is the second of a two-level Transit Utility Service Worker classification series. Incumbents in this classification ensure coaches are clean and ready for service, report observed mechanical problems and perform a variety of basic service tasks as directed by higher-level staff. Work requires compliance with all applicable, federally mandated safety-sensitive requirements. Work is performed independently under general supervision of higher-level vehicle maintenance supervisors.

Examples of Duties (May vary by position)

1. Clean interior and exteriors of coaches and other vehicles as assigned; operates cleaning equipment and uses associated chemicals and detergents.
2. Sweep, wash, vacuum and mop vehicles; clean, sweep and wash work areas; chain and assist in chaining coach drive wheels; fill sand and salt containers.
3. Pick up trash and other debris; remove gum and graffiti; wash vehicles and vehicle components including seats, interior panels, windows, roofs and relayed items
4. Remove and replace damaged coach seat cushions using required hand tools.
5. Report any observed mechanical or other vehicle defects to supervisor.
6. Maintain service records; record time spent, work performed and materials used; enter and extract data in automated vehicle maintenance systems.
7. Operate coaches and other transit vehicles in and around transit base facilities when assigned as Utility Service Worker/Driver.
8. Perform other duties as assigned.

Knowledge/Skills

Knowledge of basic automotive service and detailing, common hand tools and cleaning equipment

Communication skills

Customer service skills

Interpersonal skills

Basic computer skills required to enter and extract information from automated vehicle maintenance systems and related software applications

Skill in basic mathematics and recordkeeping

Skill in working with a variety of individuals from diverse backgrounds

Skill in establishing and maintaining effective working relationships

Licensing, Certification and Other Requirements

Washington State Driver License (some positions)

Commercial Driver License with appropriate endorsements as required (some positions)

Applicants must be at least 18 years of age.

Must pass drug and alcohol testing provisions for safety sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655

Willingness and availability to work different shifts on weekdays, nights, weekends and holidays

This is a classification specification and not an individualized job description. Additional minimum qualifications may be established for individual positions based on business needs and are specified in position announcements as appropriate.

FLSA Designation	**Non-Exempt**
Service Status	Career Service
Levels within same series	Transit Utility Service Worker – Assistant, Transit Utility Service Worker
Class History	Updated 10/2010 Updated Description; changed format Changed Title: Utility Service Worker