



## Bus Stop Maintenance Worker

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
812	Non-Exempt	8-Service Maintenance	ATU	7	9/21/00	1153	1 of 1

**DEFINITION:** Under general supervision installs and maintains bus stops, bus shelters and related property. Performs semi-skilled tasks in facilities maintenance work. Performs other related duties as required.

**EXAMPLES OF DUTIES/FUNCTIONS:** Duties/functions may include, but are not limited to, the following:

- Inspects, cleans, installs, repairs, relocates and maintains bus stop poles, signs, shelters and related property; responds to requests for maintenance.
- Performs scheduled installation and preventive maintenance, including cleaning, of District-sponsored public information displays and property.
- Operates hand and power tools, including a gasoline-powered rotary hammer drill, as part of job duties; maintains equipment in accordance with equipment manufacturer's standards; secures equipment daily and reports any problems regarding broken or malfunctioning equipment to the immediate supervisor.
- Performs daily, weekly and periodic maintenance on assigned equipment; including checking gasoline and fluid levels; schedules regular oil changes, tune-ups and required maintenance on District-owned vehicles.
- Drills concrete and/or asphalt; digs holes, excavates soil; and lifts, mixes, pours and finishes concrete in small quantities for the purpose of installing poles, posts and related signage.
- Records and completes equipment maintenance records; documents completed work assignments.
- Uses Personal Protective Equipment (PPE) as required, including gloves, back-supports, hearing protection and eye protection.
- May be required to carry District-supplied radio, telephone or pager.
- May be required to drive a District vehicle as part of regular duties.
- Establishes and maintains positive working relationships with District staff, and the public.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Basic principles, practices and procedures common to semi-skilled facilities maintenance activities; basic math and English; and the safe use of hand and power tools and related equipment.

**Skill in:** Industrial maintenance and light construction activities of facilities equipment that may include the use of common hand and power tools.

**Ability to:** Safely lift and move heavy or awkward items up to 60 pounds; safely perform repetitive physical tasks such as twisting and pushing/pulling, walking, standing bending, squatting, and kneeling, and shoveling; safely operate a variety of tools and machines common to basic maintenance work; follow written and verbal instructions; work independently; establish and maintain effective working relationships with District personnel using principles of good customer service.

**License/Certification:** Possession of a valid Class C California Driver's License and acceptable driving record is required in this class.

**Special Requirement:** Must possess or obtain the tools necessary to perform the duties of the position.

Revised: September 21, 2000

Established: January 1985 - (previous title: Mechanic "B"/Facilities Maintenance)