



Vehicle Service Technician - Central

Non-Exempt

Part Time

Job Description as of 11.2021

Salary: Based on Qualifications

Hours: Monday – Friday, Saturdays as needed

Benefits: Part Time Benefits Apply

Responsibilities:

Under the guidance of the Transit Manager, the Vehicle Service Technician will perform fleet maintenance duties including, but not limited to preparing buses for use by fueling and cleaning buses on a daily basis for Virginia Regional Transit and its' affiliate Virginia Rides. This employee must have a commitment to Virginia Regional Transit's vision, mission and goals.

Essential Functions:

- Drive multiple company vehicles
- Fuel and maintain vehicles on a regular basis
- Keep precise records of daily fuel consumption (gas and diesel)
- Maintain and clean company vehicles
- Operate bus washer and bus cleaning tools
- Maintain inventory of needed cleaning supplies and request as needed
- Be able to perform pre-trip and post trip inspections on a daily basis to include checking all fluid levels, air pressure in tires, making sure emergency exit windows and hatches are operational along with lubricating all rubber seals to keep them operational at all times
- Do a visual "Walk around" of each vehicle at end of shift and note any fresh damage immediately
- Maintain a clean, organized and safe garage area at all times
- Ensure proper stock levels of cleaning supplies
- Will be required to clean bus shelters throughout system area
- Keep a daily record of duties performed and which vehicles have been cleaned to be reviewed by the Transit Manager
- Keep an updated list of all vehicles and the vehicle's license plate numbers and inspection sticker and county sticker information
- Ensure vehicles and building are properly secured at the close of the shift

Secondary Functions:

- Serve as a vehicle operator as necessary
- Perform minor repairs to vehicles as needed
- Other duties as assigned

Education/Training:

High School education or GED required.

Knowledge, Skills and Ability:

Must have a valid CDL C license with passenger endorsement and airbrakes within 90 days of hire date. Must have some written communication skills to include, but not limited to understanding written instructions for cleaning solutions and other chemical treatments.

Physical Requirements:

As a normal function of the job, the employees periodically kneel, push, grasp, pull, bend, walk for short distances, and climb entrance steps. The employee occasionally works in extreme outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is moderately loud when performing standard duties. In order to maintain safety guidelines, a safety vest and weather appropriate clothes are required.

Other Requirements:

Virginia Regional Transit requires employees that operate VRT vehicles to be at least 21 years old and to possess a valid DOT medical examination certificate listed as interstate non-excepted. Drivers may not use any controlled substances, unless prescribed and permitted to drive by a licensed physician. Employees will be tested for drug use as a condition of employment and submit to periodic random tests. Employees must also pass a criminal background investigation, as a condition of employment.