



## **GREATER PEORIA MASS TRANSIT DISTRICT**

**POSITION TITLE:**                    ***Utility Person (Union)***

**HOURS:**                                2<sup>nd</sup> Shift and Weekends – Full-time

**RATE OF PAY:**                    \$20.46/hr (As of 1/1/19)

**BENEFITS:**                         - Illinois Municipal Retirement Fund  
    - Medical, Dental, and Vision Insurance  
    - Paid vacation and holidays

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### **GENERAL DESCRIPTION:**

This is a maintenance position with responsibility for driving and keeping the fleet clean, fueled and appropriately housed. Some cleaning of maintenance work areas, bus shelters and grounds required. This work occurs year around, with exposure to heat, cold, dust, rain, exhaust fumes, cleaning agents, fuels and lubricants. Individual must be able to operate all equipment and vehicles. Some lifting required, approximately 80 pounds.

### **PREREQUISITES:**

- Must be at least 21 years old.
- Must possess a high school diploma or equivalent (GED).
- Be capable of performing work that may require lifting approximately 80 pounds.
- Ability to perform duties including activities that require reaching, climbing, squatting, kneeling, bending, standing, sitting and good flexibility.
- Must be able to read and understand all written District procedures, training materials, warning labels, and basic written instructions and verbal instructions.
- Have a valid Illinois Driver's License for at least two (2) years and a safe operating record. Ability to obtain and maintain valid CDL license with combination vehicle, air brake and passenger and wrecker endorsements. Have physical ability to operate any District owned vehicle.
- Have good attendance record at prior employer or school.
- Must be able to successfully complete a post offer employment physical and drug screen.

### **ESSENTIAL FUNCTIONS:**

- Lifting and carrying items and equipment of approximately 80 pounds, safely and properly.
- Must be able to read and understand written and verbal instructions relating to warning labels, District policies and supervisor's instructions.
- Ability to physically and safely perform all cleaning, fueling and equipment operating functions assigned to the position.

### **AREAS OF RESPONSIBILITY:**

- Clean interior and exterior of all vehicles; requires reaching, bending, stooping and good flexibility using the appropriate cleaning tools and cleaning agents.
- Fuel and add fluids as necessary to all vehicles; requires bending, reading numbers, entering numbers into machine, and lifting rear door on bus, weighing more than 50 pounds, overhead.
- Clean assigned areas of building, grounds, shelters and equipment as instructed; using brooms, mops, brushes and other cleaning tools requiring physical movement and flexibility, lawn mowing and grass trimming as necessary.
- Replenishing supplies as needed; requires lifting, bending, squatting and reaching. Softener salt bags weigh approximately 80 pounds. Pre-mix soap weighs approximately 50 pounds.
- Safely operate Floor Scrubber - Sweeper or other equipment necessary to perform this job duty.
- Check all tires for flats and proper air pressure; requires bending, reaching and squatting. Dismount and mount tires on equipment, which requires pushing, pulling and some assisted lifting of tires and wheels weighing approximately 100 pounds.
- Complete required training on proper hook-up and vehicle towing with wrecker, which requires bending, lifting, reaching and good flexibility. Maintain proper license endorsement for wrecker.
- Safe use of all chemicals and fluids associated with position. Ability to read and understand labels and warnings while following all District procedures and industry recommendations for safety and environmental responsibility.
- Prepare all forms necessary to assure orderly, accurate recordkeeping on our fleet when assigned by the Foreman or Director of Fleet Maintenance; requires reading, comprehension and writing skills.
- Prepare location and pull-out sheets when assigned by Foreman or Director of Fleet Maintenance.
- Communicate to management all situations and circumstances that are observed that affect the maintenance and/or safety of the fleet, facilities and grounds.
- Other responsibilities as may be assigned by Management.