UNION JOB DESCRIPTION

TITLE: Fleet Attendant

DEFINITION:

Performs duties under the direction of the Fleet Operations Manager, Shift Foreman, and/or Garage employees. The Fleet Attendant is an entry level position in Transportation Services that performs work supporting the shop staff in their daily responsibilities.

This position reports directly to the shift Foreman.

DISTINGUISHING CHARACTERISTICS:

This position is a step progression position with time requirements and with more responsibility assigned as experience is gained. Progression does not require a bid, but it is contingent upon satisfactory job performance evaluation.

To gain the knowledge and experience needed for successfully bidding the Fleet Attendant position, the Fleet Attendant will need to rotate through all three shifts.

The Fleet Attendant position requires successful completion of a joint collaborative interview process. The interview team will be comprised of an equal number of management and represented members. Represented members for the interview team will be by selection of the IBEW.

ESSENTIAL JOB FUNCTIONS:

Step 1 (First Six (6) Months):

1. Learn, adopt and practice the District's safety culture in daily work
2. Comply with all District policies, Garage safety rules, shop policies, and Federal and State laws
3. Pick up and deliver parts, materials and/or vehicles as needed
4. Maintain cleanliness of all equipment, parts, and maintenance areas
5. Assist aerial lift team inspection process by cleaning and waxing aerial lift booms
6. Wash, wax and refuel vehicles as instructed
7. Attend training and perform other duties as assigned

Step 2 (Second Six (6) Months):

1. Perform all duties outlined above
2. Continues to gain on the job shop knowledge and experience through assisting the Garage maintenance team
3. Assist other Garage personnel in performing their duties
4. Move vehicles for Garage maintenance and repairs within the District Operating area
5. Replace wiper blades, check and top off fluids
6. Other duties as assigned

Step 3 (Third Six (6) Months):

1. Perform all duties outlined above
2. Continue to gain on the job knowledge and shop experience through assisting the Garage maintenance team
3. Begin guiding and performing maintenance duties with limited supervision
4. Changing headlights and batteries (non-safety related repairs)
5. Other duties as assigned

Step 4 (Thereafter):

1. Perform all duties outlined above with limited supervision and autonomously
2. Begin learning the requirements for the Fleet Mechanic Assistant position
3. This position is eligible to bid on Fleet Mechanics Assistant position (when available) after completing 36 months as a Fleet Attendant and successfully passing a knowledge test and interview with Mechanic Trainee Committee

OTHER RESPONSIBILITIES:

1. Perform other job-related duties as assigned

MINIMUM QUALIFICATIONS:

- Knowledge of proper use of tools and equipment.
- Possess basic mechanical aptitude
- Basic computer skills

Ability to:

- Learn the automotive maintenance and repair trade
- Lift and carry items in excess of 40 lbs. on a daily basis (Demonstrated)
- Be trained in oil spills and proper clean up procedures

Education/Experience:

- High School diploma or equivalent

License, Certification and/or Testing:

- Valid Washington State Driver's License and good driving record
- Obtain a Valid Washington State Commercial Drivers License (Class A) within twelve (12) months dependent on training department schedule and availability
- Obtain a First Aid card and CPR training
- Successful completion of a joint collaborative interview process
- Successful demonstration of ability to lift and move 40 lbs

WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environments in varying weather conditions
- Hazardous conditions in a shop environment
- Some exposure to chemicals for cleaning and painting parts
- Some exposure to fumes from welding and grinding on metal
- Must be able to lift and carry heavy tools, equipment and vehicle parts in excess of 40 lbs. on a daily basis.
- Must be able to work on varying shifts and long hours as storm and emergency conditions dictate
- Subject to 24 hour call-out emergency conditions