



**GREATER LYNCHBURG TRANSIT COMPANY**  
Central Virginia Transit Management Company, Inc.  
**Job Description**

**Job Title:** Utility Person  
**FLSA Status:** NON-EXEMPT  
**Supervisor:** Technician Foreman

**General Description:**

Responsible for cleaning ALL GLTC vehicles and property of, or belonging to GLTC, also to provide general maintenance support to facilities, grounds and GLTC's operation.

**Responsibilities/Essential Functions:**

1. Performs servicing and refueling of all GLTC vehicles
2. Checks and maintains fluid levels including engine oil, transmission fluid, coolant, etc.
3. Removes fare-box cashboxes and empties fare collections into stationary receptacle.
4. Utilizes an automated bus wash system to clean exterior of buses and vans. Responsible for driving vehicles through bus wash in a slow and safe manner. Responsible for ensuring that all parts of buses are cleaned thoroughly each day, spot cleaning areas missed by the automated bus wash system.
5. Parks buses and vans in designated parking areas.
6. Performs exterior hand cleaning of buses (when bus wash system is inoperable, or on areas otherwise missed by the automatic bus wash system).
  - a. Performs exterior hand cleaning of vans, service and staff vehicles.
  - b. Cleans bus wheel rims with every vehicle cleaning.
  - c. Utilizes shop vacuums for interior vehicle cleaning.
  - d. Steam cleans bus engine compartments, radiators, etc. with steam cleaner
7. Maintains a record of all vehicles cleaned.
8. Conducts bus swapping or vehicle movement (i.e. when vehicles need to be removed from service or need to be delivered or retrieved from a vendor)
9. Utilizes rags, detergents, cleaning chemicals, mops and mop buckets to perform cleaning duties.
10. Cleans parking lots of both facilities (Transfer Station & Administrative Facility and Maintenance Shop, bus shelters and bus stop benches.
11. Maintain landscape of GLTC facilities, bus stop shelters and benches to include the installation of new bus stop shelters and bus stop benches.
12. Perform building maintenance, cleaning and repairs to Transfer Station, Administrative Facility and Maintenance shop as directed
13. Maintains sufficient cleaning supplies to perform duties, notifying parts clerk when supplies run low for re-ordering.

14. Picks up and delivers parts as required.
15. Performs snow removal operations for GLTC facilities as necessary to include snow removal from Transfer Station, Administrative Facility, Maintenance Facility, bus stop shelters, bus stop pads and bench areas.
16. Acts as an assistant to maintenance personnel in the performance of repair duties when required.
17. Cooperatively and efficiently performs related tasks and duties as required.

**Knowledge, Skills and Abilities:**

- Basic maintenance, repair and cleaning knowledge.
- Computer literacy and the ability to interact with job function related computer programs.
- Basic knowledge and understanding of transit vehicles and related support vehicles.
- Ability to read basic instructions and daily checklists.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Ability to make independent decisions within scope of responsibility.
- Excellent customer relations skills are a must.

**Emotional, Psychological and Physical Requirements:**

***Ability to:***

- Deal with light stress and constrained job completion timelines.
- Interact with the public on a limited basis.
- Concentrate on priority tasks with frequent interruptions
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***Physically:***

- Standing frequently for long periods
- Working in a noisy environment
- Work in adverse weather conditions
- Lifts or move loads at times (>100 lbs)
- Bending or contorting

**Additional/Miscellaneous/Special Requirements:**

- Possession or ability to obtain within 60 days of hire a Class B (Passenger and Air-Brake endorsement) Commercial Drivers License.
- Acceptable criminal history record and child protective services check upon hire and must be maintained throughout employment.
- Acceptable drug screen results upon hire and as regularly required by policy for position.

**Education and Experience:**

- High school diploma or GED (may be waived in lieu of extensive experience).
- Basic Computer knowledge.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Greater Lynchburg Transit Company (GLTC) is an Equal Opportunity Employer. The ADA requires GLTC to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Original Effective Date:** 5/1/2015

**Review/Revision Date(s):**

Approval by General Manager:  Approved Review Date: 4/28/2015

**EMPLOYEE REVIEW AND ACKNOWLEDGEMENT**

*As an employee of GLTC you have a right to an up to date copy of your Job Description. This document may be revised at any time by management, in the event of a revision you will be provided with a new copy which represents the new job description/duties. Only copies signed as approved by the General Manager are considered official. Employees must understand that Job Descriptions may be used as a basis for annual performance reviews.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed