



<b>Job Title</b>	Utility Person
<b>Reports To</b>	Maintenance Coordinator
<b>Salary</b>	TBD

### **Job Purpose**

The primary duties of the Utility Person are to perform preventive maintenance vehicle cleaning on a variety of GPTC vehicles and bus shelters; and provides general building and groundkeeping duties.

### **Duties and Responsibilities**

- Inspect, clean and perform minor repairs to GPTC's bus shelters
- Assist mechanics in the installation or removal of any unit from transit vehicles
- Make repairs and adjustments of a minor nature to units or equipment which can be handled without removal from the bus
- Make road calls
- Under skilled supervision, may make repairs to bus suspension and brake systems and perform chassis lubrication and oil changes
- Provide monthly bus shelter status reports
- Check and replace all lights
- Perform snow removal, lawn mowing, and ground-keeping tasks
- Perform other duties as assigned

### **Minimum Qualifications**

- High school diploma or equivalent (GED)
- Possess a current and valid Indiana Commercial Driver's License (Preferred) or
- Must obtain valid Indiana Commercial Driver's License within six (6) months of employment
- Must possess ability to learn to identify and resolve mechanical and electrical issues
- Must have at least one year of service and repair experience acquired in general garage or completion of 12-month motor mechanical repair program.
- Must possess basic knowledge of occupational safety standards.

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made

to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather

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conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

## **Physical Requirements**

The physical demands of this position are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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