

MAINTENANCE ASSISTANT

Job Description

Direct Supervisor: Fleet Mechanic

Date: August, 2023

FLSA Status: Full Time, Non-Exempt

Safety Sensitive Position

Position Summary:

The position also performs maintenance on SWITA/SWIPCO buildings and grounds, shuttles vehicles as necessary and acts as a fill-in driver as needed. This position has primary responsibility for implementing SWITA's vehicle cleaning and sanitation protocols. The position is under the supervision of the Fleet Mechanic and involves a considerable amount of independent work and travel between Atlantic and Council Bluffs and occasionally other areas within the SWIPCO region.

Essential Job Duties:

1. Perform routine maintenance and repairs to agency facilities, including but not limited to such items as painting, sealing, moving furniture, picking up trash and debris, seasonal upkeep such as weed removal, gutter cleaning and filter changes. Oversees mowing and snow removal undertaken via contractors.
2. Wash, clean, and sanitize SWITA and SWIPCO vehicles and buildings. This includes routine cleaning, as well as special sanitation processes as part of contagion mitigation protocols. This excludes regular office and restroom cleaning which is done by a cleaning service. Some of this work is done independently, and at other times may involve supervising a temporary work crew. Work involves both manual cleaning and use of power equipment including pressure washers and a motorized sweeper.
3. Complete special projects such as office moves, parking lot repairs, inventories, etc.
4. Act as a fill in Transit Driver as needed and be licensed to operate all vehicles in the SWITA fleet.
5. Maintain positive working relationship with staff, drivers, clients, and peer groups.
6. Perform additional duties as assigned.

Knowledge, Skills and Abilities Required

- Knowledge of applicable agency policies, and state and federal laws, policies, and requirements
- Knowledge of proper operation, maintenance and repair methods, practices and procedures for equipment and vehicles
- Skills required to evaluate mechanical problems and damages, and evaluate repair options and complete repairs
- Good oral and written communication skills
- Good time management skills
- Good computer skills and ability to use tracking software
- Ability to read and interpret technical information, including parts catalogs; repair manuals, equipment specifications, and safety rules
- Ability to work with people from various backgrounds
- Ability to follow instructions
- Ability to conduct business in a professional manner
- Must be able to pass a Criminal History Check and Child/Adult Abuse check in accordance to 2.3a Driver Selection & Employment in SWITA Driver Personnel Policies.
- Must have an acceptable driving Record in accordance to 2.3b Acceptable Driving Record in SWITA Driver Personal Policies.

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- Must have the ability to safely exert 10 to 100 pounds of force occasionally, and/or up to 25 to 50 pounds of force frequently, and/or 10 pounds to 20 pounds of force constantly (PCP Test Level 4).

Minimum Educational/Physical Requirements

- High School diploma or equivalent and at least 1 year of experience in a similar position
- Must maintain a current Class C (or higher) commercial driver's license (CDL) with passenger endorsement
- Must be able to safely perform a range of physical activity associated with maintenance and transit operations, including walking, standing, bending, twisting, kneeling and climbing, use hands and arms to grasp or reach, lifting, carrying, pushing and pulling.
- Must pass a Department of Transportation (DOT) physical examination by obtaining a DOT Medical Examiner's Certificate, and maintain a current DOT Medical Examiner's Certificate thereafter.
- Must pass pre-employment Department of Transportation (DOT) drug screen. Note-after hire you are subject to DOT-FTA drug and alcohol testing requirements for employment as well as random, reasonable suspicion, and post-accident drug and alcohol tests as deemed appropriate by SWITA.
- Must take a post offer Physical Capacity Profile and achieve a minimum of a Level 4 and pass the wheel chair practical test. Re-testing will occur at least every 5 years or as required by the SWIPCO return to work policy following an absence due to sickness or injury.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in employed in this position. SWIPCO/SWITA reserves the right to revise the functions and duties of the position, or require additional or different tasks be performed when circumstances change.

I have read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

Employee's Signature

Date

Employer's Signature

Date