

## **BUS EQUIPMENT ATTENDANT LEADWORKER**

### *Class Definition*

Under general supervision, leads a group of service workers and participates in the cleaning and fueling of diesel and gasoline powered City transit vehicles.

### *Distinguishing Characteristics*

Bus Equipment Attendant Leadworker is an advanced working lead class. Incumbents provide lead direction and participate in the washing, cleaning, and fueling of transit vehicles. Reporting to a Bus Maintenance Supervisor, incumbents complete tasks of a semi-skilled, highly repetitive nature. This class is distinguished from Equipment Service Worker I and Maintenance and Service Worker in that incumbents of these classes perform unskilled and semi-skilled tasks and do not have lead responsibility.

### *Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned).

Provides lead direction and participates in the cleaning of exteriors and interiors of transit coaches; washes windows inside and out; polishes chrome within the coaches; and sweeps and vacuums coach interiors following prescribed procedures.

Provides lead direction and participates in the fueling of transit coaches; and checks fluid levels, and refills as needed.

Jump starts vehicles.

Performs minor maintenance on cars, trucks, buses and construction equipment; and assists maintenance personnel performing brake overhauls, and in the removal and repair of various components.

Reads meters and gauges to determine amount of fluids consumed.

Fills out reports relating to the use of fluids in transit coaches.

Drives transit coaches from parking lot to washing/fueling station and back.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of cleaning techniques used for transit coaches.

Knowledge of crew safety procedures and practices, including the handling of hazardous materials associated with the work.

Knowledge of the safe operation of equipment used in transit coach cleaning and fueling.

Ability to lead employees and schedule their work.

Ability to work alone on assigned routine tasks.

Ability to follow oral and written instructions.

Minimum Qualifications

Two years of experience in the cleaning and fueling of buses, trucks or other heavy vehicles.

Necessary Special Requirement

Possession of a valid Class C California Driver\*s License at time of appointment, capable of acquiring a Class B License within the probationary period, and must maintain a valid Class B license thereafter.

APPROVED: \_\_\_\_\_

Director of Personnel

DATE: \_\_\_\_\_

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+585/SPEC