

## **BUS EQUIPMENT ATTENDANT LEADWORKER**

### **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.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Manager or designee. This class provides lead direction. Exercises no supervision.

### **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. Incumbents complete tasks of a semi-skilled, highly repetitive nature. This class is distinguished from Equipment Service Worker in that incumbents of these classes perform unskilled and semi-skilled tasks and do not have lead responsibility.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

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.

Performs minor preventative maintenance tasks such as refilling the coolant and oil to appropriate levels, monitoring fluid levels and addressing low levels promptly to prevent damage to the engine components.

Identifies worn or rip holes, loose clamps, and uses the proper tools to fix the issues before releasing the equipment back for service.

Conducts regular safety inspections of equipment for repairs and corresponding with the Equipment Supervisor.

Monitors Compressed Natural Gas (CNG) equipment and pressure.

Reports all minor bus repairs to the Equipment Supervisor to ensure proper documentation.

Maintains inventory levels of parts, tools, and supplies necessary for bus minor maintenance and cleaning activities; orders replacement units as needed to support ongoing operations and supplies.

Coordinates minor repair for buses and equipment including, but not limited to, hand sanitizer replacement, trash bag holder, jump start buses, and repairs using hand and power tools while ensuring timely completion and quality workmanship.

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.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Cleaning techniques used for transit coaches.

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

Safe operation of equipment used in transit coach cleaning and fueling.

#### **Skill/Ability to:**

Lead employees and schedule their work.

Work alone on assigned routine tasks.

Follow oral and written instructions.

Operate standard office equipment, including computers, cellphones, or tablets and various software applications.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Possession of a high school diploma or equivalent GED completion.

### **Experience:**

Three (3) years of experience in the cleaning and fueling of buses, trucks or other heavy vehicles.

## **SPECIAL REQUIREMENT(S)**

Possession of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

Within twelve (12) months of appointment, must obtain a California Commercial Class B Driver's License with passenger endorsement and without air brake restriction and continued maintenance throughout the entire term of employment in this classification.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force to move objects. Additionally, the following physical demands may be required: balancing, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: \_\_\_\_\_ Signature on File  
Director of Personnel Services

DATE: 10/20/2025