

ERIE METROPOLITAN TRANSIT AUTHORITY

POSITION DESCRIPTION

Position Title: Utility Person/Garage

Revision Date: April 2022

Reports To: Supervisor

I. POSITION SUMMARY

Daily service of EMTA vehicles. Ensure that all vehicles in the EMTA fleet are prepared for safe operations.

II. DUTIES and RESPONSIBILITIES

- Check fluid levels on all busses – EMTA and LIFT.
- Properly fill tires following tire pressure guidelines
- Wash and sanitize exterior and interior of vehicles.
- Inspect vehicles and report any damage or defects to foreman.
- Change/replace advertising as directed.
- Operate busses and assist mechanics on road calls.
- Operate service vehicles.
- Perform duties of buildings and grounds as needed.

III. INSTRUCTIONS and PROCEDURES

Works with limited supervision and trouble shoots various day to day tasks. Works with garage supervisor and Mechanics as needed.

IV. DIRECTION EXERCISED

- None

V. CONTACTS

- EMTA colleagues
- EMTA vendors and contractors

VI. MINIMUM QUALIFICATIONS

- HS Diploma or GED equivalent
- Driver's license with clean MVR.
- 6 months – 1 years' experience working in automotive industry.
- Must be able to get Class B CDL.

VII. PROBATIONARY PERIOD

- A person newly hired to this position will receive a temporary or probationary period of 120 days, unless otherwise specified in writing upon hiring. At the end of the probationary period, the person will be reviewed in writing by management and either pass the probationary status, be terminated or at the discretion of management, have the temporary/probationary status extended an additional 120 days. Evaluation of performance during the probationary status will be based on adequate performance of

the job functions identified above. This clause is subject to any applicable union contractual agreements affecting this position.

VIII. PHYSICAL REQUIREMENTS

- Frequent sitting, standing & walking & going up and down stairs.
- Use of hands, handle or feel object, tools or controls.
- Reach with both hands and both arms.
- Manual dexterity and coordination while using various tools in garage.
- Talk clearly and good hearing.
- Good balance, stoop, kneel & crouch.
- Frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs.
- Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus