PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY *(PARTA)*
POSITION DESCRIPTION

Position Title: Hostler **Category: Safety-Sensitive**
Department: Maintenance **Revision Date: 05/21/09**
FLSA Status: Non-Exempt Pay: Hourly/N9 **Reports to: Maintenance Manager**

JOB RESPONSIBILITIES (Performs other related duties as assigned)
Under general supervision, prepares public transit vehicles for scheduled service by cleaning, detailing, and fueling vehicles; checking fluid levels and replacing fare boxes. Performs related tasks as required. Promotes positive image of *PARTA* by providing customer-oriented service. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

ESSENTIAL FUNCTIONS OF THE POSITION
Cleans and details interior of vehicles. Washes exterior of vehicles and replaces fareboxes. Fuels and checks vehicle fluid levels. Drives vehicles to maneuver around parking lot and garages for washing, cleaning, fueling and parking.

OTHER DUTIES AND RESPONSIBILITIES
Performs other related duties as assigned.

QUALIFICATIONS
High school diploma or equivalent and ability to work both independently and in a team environment.

Knowledge of: washing and detailing vehicles.

Skill in: operation of listed tools and equipment to include the ability to safely operate fuel pumps and mobile washing unit, and check and maintain vehicle fluid levels.

Ability to: successfully complete initial training program and retraining programs; safely operate vehicles and equipment; establish and maintain effective relationships with coworkers, supervisors, and the general public; exercise discretion and sound judgment; communicate effectively verbally, maintain accurate written records and complete reports; work independently; follow verbal and written instructions; provide safe, reliable, and customer-oriented service.

LICENSURE OR CERTIFICATION REQUIREMENTS
A) Valid State of Ohio Driver's License with no more than four points required at time of hire.
B) Successful completion of previous employment verification and criminal background investigation.
C) Successful completion of pre-employment Department of Transportation Drug Screen.

TOOLS AND EQUIPMENT USED
Operates tools and equipment including but not limited to mobile washing unit, fuel pumps, oil dispenser, broom, sweeper, mop, various cleaning solvents and materials.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hand to finger, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk or hear.

In accordance with the U.S. Department of Labor Physical Demands Strength Rating, this job is considered Medium Work – exerting 20-50 pounds or force occasionally, and/or 10-25 pounds or force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 frequently works near moving mechanical parts and must exercise care and follow safety rules and guidelines when working with power tools, mechanical equipment and vehicles. The employee will work during inclement weather conditions and work in or around wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

ADDITIONAL INFORMATION
Work shifts vary from day to night and operate seven days a week, including afternoons, nights, weekends and holidays. The employee will be required to wear employer-issued uniforms. The employee will be subject to random drug and alcohol testing throughout their period of employment and is required to comply with the employer's Drug and Alcohol Policy. The employee works under general but limited supervision, and may exercise independent judgment when resolving work problems or interpreting general policies and procedures.

Selection will be based on ability to meet job qualifications specified in the job description. This will be determined from information received through the job application, resume, interview, and references, and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the

position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment. "*PARTA* does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age."