

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)
Mr.
Mrs.
Ms.

SOCIAL SECURITY NUMBER

POSITION: Service Attendant

PAY RATE: \$10.00 per hour

WORK IS:

DATE OF HIRE _____

_____ Full-time

DAYS & HOURS OF WORK Monday – Friday,
4:00 – 8:00 pm

 X Hourly

LENGTH OF LUNCH PERIOD N/A

_____ Contractual

CLASSIFICATION: _____ Exempt X Non-exempt

BASIC FUNCTION:

Inspects vehicles; replenish fuels, lubricants, and accessories; fuels buses; cleans vehicles by performing the following duties.

SUPERVISOR: Transportation Program Manager or Transportation Supervisor or in his/her absence Transportation Assistant.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Fills fuel tank of vehicles with gasoline or diesel fuel to level specified by UCP.
2. Inspects brake, steering, radiator, transmission, oil and other fluid levels. Adds required amounts as needed.
3. Adds necessary amount of water to battery
4. Washes windshield of vehicle.
5. Records and maintains records of amount of fluids or fuel added.
6. Requisitions fluid replacement supplies from Paratransit maintenance as needed.

7. Sweeps, mops, dusts, washes and cleans interior of vehicles including floors, windows, dash, walls, seats, railing and doors.
 8. Requisition cleaning supplies from UCP transportation department as needed.
 9. Maintains yard area in safe, clean, neat and orderly manner.
 9. Follows Code of Safe Practices for the transportation department.
 10. Submits all required paperwork in a complete and timely manner.
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Supervisory Responsibilities

This job has no supervisory responsibilities other than supervising passengers.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

Innovation - Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

- Class C License or higher

Other Skills and Abilities

- Clean driving record, no more than one moving violation
- Ability to lift 50 pounds
- Knowledgeable of automotive fluid systems
- Knowledge of general cleaning methods, materials and practices
- Ability to operate a 16-passenger vehicle safely within the confines of the Paratransit yard.
- Knowledge of safety rules and practices pertaining to general maintenance and cleaning work.
- Ability to learn safety regulations and precautions pertaining to bus servicing, equipment maintenance, fueling practices, and hazardous waste disposal
- Must pass post job offer physical
- Must pass drug screen

Computer Skills

None required

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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 stand; walk and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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 is frequently exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

LINE OF AUTHORITY:

- For establishing policy: May recommend only
- For incurring expenses: None
- For personnel changes: None

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition, physical handicap, or veteran status.