

Automotive Utility Worker

Job Title: Utility Worker

GENERAL DESCRIPTION

Maintain cleanliness of company fleet and facility.
Minor repair and maintenance of vehicles and equipment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Basic preventive maintenance of vehicles: oil changes, rotate tires, etc.
- Assist Auto Technicians as needed
- Detail the interior and exterior of vehicles
- Fuel vehicles

Interior:

- Thoroughly clean and sanitize the interior of vehicles including but not limited to windows, dash board, doors, seats, floors, etc.
- Inspect wheelchair securement tracks are clean and free of debris to prevent safety issues
- Replace light bulbs as needed
- Replenish equipment in vehicles as directed

Exterior:

- Thoroughly wash the exterior of vehicles.
- Detail vehicles as directed.
- Lubricate ramps, hinges, and doors as needed
- Replace headlights, taillights and other as needed
- Remove snow during the winter
- Inspect and replenish vehicle fluids as needed
- Pre-Start vehicles in the morning and jump-start vehicles that fail to start as needed
- Remove snow and salt around main entrances, walkways, in between vehicles and parking lot
- Remove waste throughout the facility
- Responsible to mop floors and sweep carpets throughout the facility
- Promptly cleaning up floor spills or wet spots created by inclement weather
- Expected to clean the toilets, sinks, mirrors and mop floors in bathrooms
- Keeping toilet tissue and paper hand towels in stock in bathrooms and break room
- Required to clean and maintain public areas in a building by keeping entryways and hallways free of dirt and debris
- Maintain daily cleaning chart indicating each area was inspected and cleaned
- Perform other duties as assigned
- QUALIFICATIONS REQUIREMENTS: 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 GED. Trade/vocational school education preferred. Two years of experience in basic vehicle and bus maintenance preferred.

Perform all other duties as assigned.

Part Time:

Early Morning Shift – Begins at 3:30am

Afternoon Shift – Begins at 2PM

MyCity Transportation

Shaker Heights, OH

MyCity Transportation is a premier provider of transportation services. We have more than 22 years of experience in the transportation field and work 24 hours per day, 7 days a week. We operate non-emergency programs using wheelchair accessible as well as standard passenger vehicles under contracts

Email or Fax Resume

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