



Job Description

Position: Cleaner
Department: Transit Operations/Maintenance
Reports To: Maintenance Supervisor

Job Summary:

Employee ensures HRT vehicles are clean and presentable for use in passenger service. Uses equipment and cleaning solutions to clean the interior and exterior of all company vehicles. Requires supervision. The incumbent reports directly to the Maintenance Supervisor. The quality of a Cleaner's job performance has a significant impact on customer satisfaction.

Essential Job Functions:

- Cleans all interior surfaces of buses, trucks, vans, cars, and other equipment.
- Assists in exterior cleaning when needed.
- Cleans vehicle passenger windows and window frames.
- Clean passenger seat frames, backs and bottoms.
- Cleans driver seat, seating area, windshield, drivers side glass and vehicle dash.
- Remove graffiti from all interior surfaces.
- Cleans passenger grab rails and stanchions.
- Cleans bus floor to include gum, dirt and grease.
- Maintains cleanliness of the work and shop areas to ensure a safe work environment.
- Must perform all other duties as assigned by Maintenance Supervisor.

Administrative/Teamwork:

- Interact effectively, courteously, and professionally with operations department employees and other HRT employees regarding vehicle repairs and other shop business.
- Assume primary responsibility of assigned projects.
- Perform all required written documentation as directed.
- Report equipment abuse or component tampering to the shop supervisor.
- Provide assistance, guidance, training, and direction to other shop personnel as needed.
- Be involved in the daily operation of the shop.
- Possess the ability to interpret maintenance manuals and other documents and to safely operate company equipment and assigned tools and supplies.

OSHA/Safety/Environmental

- Maintain a clean, safe work area in compliance with HRT/OSHA standards.
- Safely uses all power and hand held mechanic tools
- Maintain awareness and compliance with all current HRT, local, state, and federal regulations, such as regulations governing the handling and disposal of hazardous waste and use of personal protection equipment.
- Perform other maintenance duties or assignments as requested.

HRT ENVIRONMENTAL MANAGEMENT SYSTEM (EMS):

- Responsible for maintaining a general awareness of HRT's EMS
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan



Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned)

Employee is required to use proper equipment and procedures to clean the interior surfaces of vehicles to include but be limited to passenger windows, window frames, passenger seating, passenger hand grips and stanchions, side walls, ceilings, ventilation vents and floors. Performs other duties as assigned by shop supervisor.

Required Knowledge, Abilities and Skills essential to Job Functions:

Basic cleaning and vehicle detailing skills.

Qualifications:

Training and/or Education:

High school diploma/GED required.

Required Experience:

Licenses or Certificates:

Valid VA Driver's license

Special Requirements:

None

FLSA Status:

Non Exempt

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. Must be able to lift 20 lbs.

Unusual Demands:

Must be able to work in all weather conditions and all work shifts. 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. Work involves meeting multiple demands on a timely basis. Duties may require some seasonal overtime.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through Human Resource Department.