



Anaheim Transportation Network Job Description

POSITION TITLE: Utility Service Technician

REPORTS TO: Maintenance Manager

DEPARTMENT: Maintenance

FLSA STATUS: Non-Exempt

SALARY: \$18.00/hour

Summary:

Under direct supervision, the Utility Service Technician is responsible for maintaining service operations by servicing, cleaning, inspecting, and maintaining Anaheim Transportation Network (ATN) vehicles, equipment, facilities, and work areas.

Essential Duties and Responsibilities:

This list is not intended to be a complete listing of all the job duties required of this position, but to provide information on the general scope of the position.

- Performs vehicle servicing including charging/fueling, replenish fluids, and properly record all materials used
- Drives, maneuvers, and parks vehicles for servicing and maintenance purposes
- Cleans and details interior of all vehicles including windows; sweep, mop, remove graffiti, and maintain areas clean, sanitized, and ready for service operation
- Identifies and properly documents damages and communicates to appropriate personnel in the case of unreported damage
- Drives vehicles between facilities and assists with bus changes as needed
- Follows all established cleaning and sanitation procedures to clean and detail vehicles, facilities, and work areas; assists with moving furniture and equipment in preparation of company events, activities, and special projects
- Monitors and ensures that all onboard inventory is stocked, current, and replenished as needed; add and remove decals; assists in maintaining inventory utilizing computer system and applications
- Assists with minor repairing, maintaining, and installing certain equipment and machineries under the supervision of maintenance staff
- Observes safety rules and contributes to a safe working environment for self and others
- Performs other related duties as assigned

Qualification Guidelines:

Knowledge, Skills, and Abilities:

- Ability to read, write, speak, and understand English well enough to perform the essential job duties
- Ability to communicate effectively in both oral and written form
- Ability to understand and follow written and spoken instructions
- Ability to work independently and in a team environment
- Ability to safely use cleaning products and equipment, including personal protective equipment (PPE)
- Ability to lift to up to 50 pounds



Anaheim Transportation Network Job Description

- Ability to work fast, and to multitask
- Additional skills and physical demands may apply

Education and Experience:

- High School Diploma or equivalent preferred
- Previous bus/vehicle maintenance, fueling, cleaning and detailing experience preferred
- Previous janitorial or cleaning work experience preferred, but not required

Special Requirements:

- Current possession of a valid Class B driver's license with a passenger endorsement and air brakes certification, with no restrictions required
- Valid CA Class C license required with excellent driving record
- Must be 21 years or older with a California Driver's License (at least two years with CA driver's license)
- Availability to work varying shifts, hours, days, and locations
- Upon Request, a DMV driving record printout is required with application (must be current within the 30 days of the printout)
- Must provide proof of COVID-19 vaccination or valid medical/religious exemption
- Must provide proof of eligibility to work in the U.S.

Safety Sensitive

This position is considered safety sensitive and is subject to drug and alcohol testing, including but not limited to pre-employment testing, post-accident testing and random testing, under Federal Transportation Administration (FTA) drug and alcohol regulations, and U.S. Department of Transportation (DOT) regulations, 49 CFR Part 40 and Part 655.

Equal Employment Employer

Anaheim Transportation Network (ATN) is an Equal Opportunity Employer and does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable local, state, or federal laws.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.