



*Well-being as we age*

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**POSITION TITLE:** VEHICLE SERVICE WORKER  
**JOB#:** 20-TR-0018  
**Program:** Transportation  
**Reports to:** Operations Manager  
**FLSA:** Full-Time, Non-Exempt  
**Wage:** Union Scale

**SUMMARY:**

Inspect and make minor repairs on Para-transit vehicles. Receives work assignments from the Operations Manager in the areas of coordinating, scheduling, and monitoring repair vendors and maintenance. Ensure safety and availability of vehicles.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- *Perform mechanical inspections.* Inspect buses for safety and mechanical defects such as damaged or worn mufflers, leaking seals, faulty wheel bearings, brake linings and pads, worn or damaged tires, defective lights and switches, glass and windshield wipers, lifts and doors
- *Perform cosmetic inspections.* Inspect buses for cleanliness, body damage and appearance
- *Perform safety inspections.* Inspect all safety equipment, such as fire extinguisher, first aid kit and help-aid kit, ensuring proper working order
- *Perform minor maintenance.* Using the proper tools, perform minor maintenance such as replacing light bulbs, windshield wipers/blades and fuses. Check and replenish fluids as needed
- *Perform minor adjustments.* Make minor adjustments to lifts, doors, mirrors, windows, seats and belts
- *Keep records.* Assist in keeping record of all maintenance and adjustments performed. Accurately complete records
- *Communicate vehicle-status.* Interact with dispatchers to inform and report movement of vehicles in and out of maintenance
- *Create inspection reports.* Review Pre/Post Vehicle Inspection reports and plan/coordinate maintenance as needed
- *Monitor inventory.* Assist in the tracking and maintaining inventory of small parts, fluids and other supplies. Order as needed using appropriate vendor. Turn-in receipts in a timely manner
- *Perform bus exchanges as necessary*
- *Perform other duties as assigned*

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge of minor mechanical repair and adjustment procedures
- Equipment used in preventative maintenance and repairs
- Ability to recognize mechanical, appearance and safety defects, and accurately complete repairs
- Ability to work independently and with a team
- Communicate effectively in person, writing and via telephone in a professional manner
- Have reliable method of getting to work
- Ability to work varied hours

### **EDUCATION AND EXPERIENCE REQUIRED**

- High School diploma or equivalent
- 21 years of age
- State driver's license
- Pass drug and alcohol testing
- CDL C with Passenger Endorsement and DOT Medical Card or willing to obtain
- No preventable accidents in the last 12 months
- Two years' experience servicing and driving similarly equipped vehicles
- Experience working with the elderly or disabled preferred
- Computer experience in Microsoft Word and Excel
- Trade School w/ mechanical background or professional experience in mechanical field preferred

### **ERGONOMICS REQUIRED**

- Must be able to perform work in a standing position 60% of time and walking 35% of time
- Work is performed predominately outside
- Ability to lift and carry 50 pounds without assistance and climb ladders up to twelve feet
- Frequent balancing, stooping, reaching, grasping, fingering actions are required
- Ability to operate Para transit vehicles
- Ability to use full range of sense of hearing, including tone, pitch, and volume, when operating transit vehicle, and using two-way radio
- Use full range of sense of speech, including audibility, annunciation, and projection, when using two-way radio and telephone
- Use full range of sense of vision, including depth perception, accommodation, color vision, and acuity near/far when operating transit vehicle

**CLOSING DATE:**        Until filled

**TO APPLY:**            Please submit Cover Letter, Resume and Employment Application to:  
Homage Senior Services  
Attention: Human Resources  
11627 Airport Rd, Suite B

Everett, WA 98204

Email: [humanresources@homage.org](mailto:humanresources@homage.org) or

Fax: 425.290.1244

Visit our website at [www.homage.org](http://www.homage.org) for application and more information about our agency

No phone calls or email inquiries please

**Homage Senior Services is an Equal Opportunity Employer**