



# **transpo**

***south bend public  
transportation corporation***

## **Full Time SERVICE LINE**

### **POSITION DESCRIPTION** *(NOT ALL-INCLUSIVE)*

- ✓ Responsible for thorough cleaning of the interior of vehicles
- ✓ Empty fare box vaults
- ✓ Fuel all Transpo vehicles and record fuel usage
- ✓ Check fluid levels of all Transpo vehicles, including oil, window washer fluid, etc.
- ✓ Park vehicles in bus barn or transfer to garage for maintenance
- ✓ Provide bus changes as needed
- ✓ Building and grounds maintenance including shoveling, driving truck with snow plow, distributing salt, lawn mowing and fertilization

### **QUALIFICATIONS** *(NOT ALL-INCLUSIVE)*

- ✓ High School Diploma or GED equivalent
- ✓ Attention to detail
- ✓ Class B CDL with passenger and air brake endorsements (will train and assist qualified candidates)
- ✓ Demonstrated ability to operate snow plow and forklift, change LP tanks, regularly lift without assistance up to 50 pounds with the need to occasionally lift up to 80 pounds without assistance