

Job Description - Utility

Overview

Kiessling of Attleboro is seeking an enthusiastic Utility person to join our Maintenance department team. The Utility Worker will be responsible for fueling and cleaning of the GATRA vehicles and perform general cleaning tasks to maintain cleanliness throughout the work areas of the garage.

Responsibilities:

- Safely operate all vehicles,
- Assist in cleaning and organizing the shop,
- Service, park or relocate vehicles,
- Check and fill all fluids,
- Verify proper operation of lights, mirrors, and wipers,
- Ensure vehicles are ready to depart,
- Check tires, glass lights, mirrors, etc
- Secure compartment doors,
- Maintain log of fluid amounts expended daily,
- Vault fare boxes,
- Electronically records vehicle mileage,
- Clean interiors of all company owned equipment,
- Wash exteriors of all company owned vehicles and equipment
- Wash front end, back end, and vehicle roofs,
- Safely operate various cleaning and servicing equipment,
- Perform shoveling and salting in winter conditions as required,
- Remove snow from vehicles when weather conditions require,

Experience:

- Skill in operation of required equipment,
- Ability to safely drive various vehicles,
- Detail oriented, well organized, and possess effective time management skills,
- Ability to interact professionally with internal/external customers & able to work well with diverse groups,
- Ability to read, write and comprehend instructions, correspondence, reports, memos, and other company documentation,
- Ability to calculate numbers, fractions, percentages, ratios/proportions, and measurements,

- Knowledge of safe driving practices and laws,
- Two years relevant experience preferred or any equivalent combination of education and job experience that demonstrates the ability to successfully do the job

Licensing and Certification:

- Must have maintained a valid driver's license for two years,
- Must possess and maintain a current, valid Massachusetts or Rhode Island Class D driver's license, (preferably a Class B or C) upon applying and meet its requirement during employment,