



Schuylkill County Transportation Authority
Operating the
SCHUYLKILL TRANSPORTATION SYSTEM
P.O. BOX 67
St. Clair, PA 17970-0067

Job Description: **Janitor/Hostler**
FLSA Status: **Non-Exempt**
Job Family: **Union Eligible – Maintenance**
Safety Sensitive: **Yes**

Work is performed under the supervision of the Director of Maintenance.

Job Duties:

- Janitorial responsibilities include basic cleaning such as sweeping, mopping, or vacuuming floors, dusting, polishing furniture, emptying garbage receptacles, and cleaning glass at both Saint Clair and Union Station facilities.
- Responsible for keeping bathrooms clean and well stocked, as well as informing a supervisor when more supplies are needed.
- Clean all vans as assigned including interior and exterior by hand or commercial car wash.
- Clean fixed route buses upon return from route including interior and exterior by hand or commercial car wash.
- Fuel customer vehicles and STS fleet vehicles as needed.
- Must be able to utilize commercial car wash machine.
- Report any vandalism, defects, or needed repairs to the maintenance department.
- Skill in using tools and other equipment necessary.
- Maintain tools and equipment in a safe and working order.
- Keep wash bay area clean and organized, free from debris and safety hazards.
- Completes paperwork for fuel tracking and billing purposes.
- Operates vehicles as required for cleaning and/or fueling.
- Assist with building and grounds maintenance as necessary.
- Performs all related work as assigned.

Required Abilities:

- Comply with and participate when necessary in training sessions, that may or may not involve traveling, or may or may not involve times outside of regular work schedule.
- Ability to understand oral and written instructions.
- Ability to deal effectively and courteously with the general public and associates.

Education Requirements:

- H.S. graduation or GED with a minimum. Previous detail or hostler experience preferred.

Function and Physical Demands:

- The performance of the major job functions for this position requires the employee to be present at their work setting. Regular, dependable attendance is necessary for the performance of the job duties.
- Must have manual dexterity to operate a computer and other garage equipment.
- Must be able to pick up and carry 50 lbs, sit or stand for extended period of time, reach, stoop and push/pull equipment.
- Ability to work inside and outside during all seasons.
- Physically perform the essential duties of the job.
- Must be able to obtain and maintain DOT Physical Card.

Special Requirements:

- Possess and maintain a valid Pennsylvania Driver's License. Must be willing to obtain a class B Commercial Driver's License (CDL) with Passenger and Air Brake Endorsements within 6 months of the date management advises you are required to obtain it or already be in the possession of a valid Commercial Driver's License with air brake certification and passenger endorsement.
- Communicate with management immediately regarding any license revocation, off-duty traffic violations, accidents, and moving violations.
- Must have an acceptable MVR to operate authority vehicles.
- This is a safety sensitive function for SCTA subject to DOT drug and alcohol testing requirements.
- Communicate with management immediately regarding changes in medication.

These statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.



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