



Job Title:	Inspection Line Operator	Job Category:	Exempt
Department/Group:	Shop	Reports To:	Executive Vice President
Location:	West Burlington, IA	Travel Required:	None
Position(s) Supervised:	None	Position Type:	Full-Time
HR Contact:	Mark Moore/Nicole Fritz	Date Posted:	Date Posted
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Posting Expires

Applications Accepted By:

FAX OR EMAIL:

319-753-2916
 jobs@burlingtontrailways.com
 Subject Line: Operation Line Operator

MAIL:

Human Resources
 Burlington Trailways
 PO Box 531
 West Burlington, IA 52655

Job Description

SUMMARY

To inspect thru and cut motor coaches assuring they are in a safe operating state prior to being dispatched on the road. This job includes but is not limited to the following.

REASONABLE ACCOMMODATIONS STATEMENT

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Inspect and adjust brakes

Interior Maintenance:

- Fix broken seats
- Upholster seats

Tires:

- Change tires
- Breakdown and mount tires

Preventative Maintenance:

- Oil changes
- Greasing
- Full inspection and repair of any unsafe or warn parts that would prevent the safe operation of the vehicle. If not able to repair, must ensure clear and precise communication to the mechanic, and put the equipment out of service.
- Fuel and check all fluid levels
- Fill out all DOT and company paperwork

- Assist cleaners and building maintenance as needed and time permits

POSITION QUALIFICATIONS

COMPETENCY STATEMENT(S)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Adaptability - Ability to adapt to change in the workplace.
- Ambition - The drive to achieve personal advancement.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma/GED

Valid CDL (Class B) or ability to obtain with training, clean driver’s license required

PREFERRED SKILLS

Demonstrates strong work ethic, honesty, integrity and self-motivation.

Basic computer skills

PHYSICAL DEMANDS

- N (Not Applicable)** • Activity is not applicable to this position.
- O (Occasionally)** • Position requires this activity up to 33% of the time (0 - 2.5+ hrs./day)
- F (Frequently)** • Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)
- C (Constantly)** • Position requires this activity more than 66% of the time (5.5+ hrs./day)

PHYSICAL DEMANDS

LIFT/CARRY

Stand	F	10 lbs. or less	F
Walk	F	11-20 lbs.	F
Sit	O	21-50 lbs.	O
Manually Manipulate	F	51-100 lbs.	O
Reach Outward	F	Over 100 lbs.	O

Reach Above Shoulder

F

Climb

O

Crawl

O

PUSH/PULL

Squat or Kneel	F	12 lbs. or less	F
Bend	O	13-25 lbs.	F
Grasp	C	26-40 lbs.	O
Speak	F	41-100 lbs.	O

OTHER PHYSICAL REQUIREMENTS

- Ability to obtain a valid DOT medical certificate

ADDITIONAL NOTES

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.



EQUAL EMPLOYMENT OPPORTUNITY

Burlington Trailways is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy (including childbirth, lactation or related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time