



Service Technician

Applications Accepted By:	
FAX OR EMAIL: 319-753-2916 jobs@burlingtontrailways.com Subject Line: Service Technician	MAIL: Human Resources Burlington Trailways PO Box 531 West Burlington, IA 52655
Job Description	
SUMMARY Services motorcoaches, trucks and automobiles with fuel, lubricants, and accessories. Inspect thru and cut motor coaches assuring they are in a safe operating state prior to being dispatched on the road. Cleans interiors and exteriors of transportation vehicles such as motorcoaches, trucks, and automobiles. Keep shop and property/ properties clean and free of debris.	
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 Service Technician Functions <ul style="list-style-type: none">• Check all outside lights and repair as needed.• Check all inside lights on motor coach repair as needed.• Fuel motor coach, check/change engine oil, power steering oil, coolant, and transmission fluid, grease vehicle. Add required amounts of proper oil/ fluid to each and complete proper paperwork.• Fill out all required DOT and company paperwork.• Check tire pressure and depth. Replace if needed.• Breakdown and mount tires• Full inspection (A and B) and repair of any unsafe or worn parts that would prevent the safe operation of the vehicle. If not able to repair, must ensure clear and precise communication with dispatch/supervisor, and put the equipment out of service.• Check and replace wiper blades• Check belts• Visual check of wheel seals, air lines, and suspension components• Road calls• Troubleshoot electrical problems• Change brake pads• FTA Safety Sensitive Functions: operating a revenue service vehicle, including when not in revenue service, and maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service• Other duties as assigned	

ESSENTIAL CLEANING FUNCTIONS

- Sweep and mop the motor coach.
- Clean inside windows.
- Empty trash can(s).
- Wipe down restroom walls and toilet.
- Dump and put chemical in toilet.
- Wash exterior of motor coach.
- Clean out baggage compartments.
- Clean the toilet dump out nightly in the shop.
- Clean company vehicles as instructed.
- Keep air hoses and electrical cords clean.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Obtain, possess, and maintain a Class B Commercial Driver's License with passenger and air brake endorsements, *preferred*.
- Obtain, possess, and maintain a current DOT Medical Certification.
- Maintain a 'non-prohibited' query result in the Drug and Alcohol Clearinghouse.
- Read, write, and speak English fluently.
- Successfully complete a background check up to Burlington Trailways standards.
- Pass a pre-employment drug screen and random alcohol and drug screens in accordance with FTA/FMCSA drug testing requirements.
- Eligible to performance safety sensitive functions and drive company vehicles. (driver's license and insurance company approval)

PREFERRED SKILLS

- Demonstrates strong work ethic, honesty, integrity, and self-motivation.
- Basic computer and math 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	C	10 lbs. or less	F
Walk	C	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	F		
Crawl	O		
		PUSH/PULL	
Squat or Kneel	F	12 lbs. or less	F
Bend	F	13-25 lbs.	F
Grasp	F	26-40 lbs.	O
Speak	F	41-100 lbs.	O

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.