

**Sunset Empire Transportation District
Job Description**

Lot Attendant

Position Overview

Under the direct supervision of the Maintenance Supervisor, the Lot Attendant will primarily keep all the District vehicles and shelters clean. At various times the Lot Attendant will assist the Mechanic/Maintenance Tech (or assistant).

Reporting Relationships

The Lot Attendant reports to the Maintenance Supervisor.

Typical Duties

1. Washes and cleans the interior and exterior of all District vehicles.
2. Keeps all bus shelters clean
3. Keeps all District vehicles stocked with the appropriate materials.
4. Maintains a safe working environment by strictly following all safety rules and regulations.
5. Assist with various landscaping tasks as required.
6. Assist the Mechanic/Maintenance Tech (or assistant) as required.
7. Other duties as required.

Qualifications

1. Education - High School Diploma, G.E.D., or equivalent.
2. Experience - One year related experience helpful.
3. Must possess a driver's license Class C. Preferred Class B, CDL.
4. Ability to understand and follow oral and written instructions.
5. Ability to exercise independent judgement.

Working Environment

Work is primarily done on the District property, and at various times around Clatsop County while cleaning bus shelters.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Revised 10/7/14