



Twin Cities Area Transportation Authority
(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

JOB DESCRIPTION

Title: Maintenance Assistant III

Status: Part-Time/Full-Time

Reports to: Operations Coordinator

Job Summary: Complete routine sanitation and maintenance to building, buses, office, grounds and work areas.

Essential Duties and Responsibilities:

- Clean the interior of the building/buses including floors, carpet, rugs, windows, and walls.
- Disinfect commonly used items like desks, door handles, office tools and phones.
- Maintain cleaning inventory.
- Empty trash and recycling bins.
- Clean bathrooms.
- Sweep, vacuum, dust offices and common areas.
- Stock bathroom supplies as needed.
- Mopping and waxing of floors.
- Washing windows
- Keep an account of gas used and daily mileage.
- Fill buses with gas daily.
- Check buses for maintenance failures overlooked.
- Keep an account of equipment used, for safety and repair.
- Replace wipers as needed.
- Keep buses in shift order for going out.
- Check buses for external and internal damage.
- Assist in maintenance when needed.
- Assist with building and grounds maintenance as needed.
- Other Duties Assigned by the Maintenance Coordinator

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Ability to work independently but also to communicate effectively with others.
- Ability to operate a professional cleaning tool as needed.
- Ability to sit, bend and lift 25lbs.