



**Position Title:** RTA (Regional Transportation Authority) Service Worker/Fueler  
**Classification:** Non-Exempt  
**Location:** Maintenance – 8800 Corridor Road, Annapolis-Junction, MD  
**Reports To:** Maintenance Manager  
**Wage Rate:** \$19.00 per hour

## ABOUT US

The Regional Transportation Agency (RTA) manages and operates public transportation in Anne Arundel County, Howard County, northern Prince George's County, and the City of Laurel. RTA employs 170 administrative and operational staff out of our Annapolis-Junction location.

## JOB DESCRIPTION

We are searching for **Service Workers/Fueler** to support the Maintenance Department of the RTA. Service Workers fuel, check the oil, sanitize, and check the meter readings of all commercial buses and company vehicles in the RTA fleet. Maintaining supplies, equipment and performing light maintenance duties are required.

## TO APPLY

Visit the Employment section of the RTA website, [www.TransitRTA.com](http://www.TransitRTA.com), to print an application. Applications can be returned via email, [HR@transitRTA.com](mailto:HR@transitRTA.com), or faxed to the attention of HR on 667-218-3882.

## KEY RESPONSIBILITIES, INCLUDING, BUT NOT LIMITED TO:

- Demonstrates behaviors that are consistent with standards for professional and ethical conduct.
- Opens the gates to the lot and checks bus parking areas to ensure all can be dispatched in a timely manner. Re-position any buses that may impede the traffic in the yard.
- Maintains accurate records and completes Bulk Fuel Receiving Report, Fuel Variance Report, Closing Month-end Report, and Meter Calibration Report.
- Notifies the appropriate contact when a fuel delivery is required and ensures that accurate stick readings are taken before and after delivery. Ensures that proper procedure is followed during delivery.
- Checks and fills the oil, antifreeze, power steering, transmission fluid, brake fluid, windshield washer fluid and belts on buses being fueled. Ensures that adequate supplies to perform checks are maintained at the fuel island. Communicates with the shop foreman regarding supplies and oil inventory dispensed into equipment.
- Checks tires for damage and proper air pressure.
- Inspects all buses on a regularly scheduled basis for physical damage.
- Maintains the required inventory in the spill barrel and notifies management any time supplies are used or need to be replaced.
- Takes all necessary steps to prevent and contain spills.
- Maintains adequate inventories and supplies to make minor repairs and facilitate the washing of buses.

- Performs light interior and exterior maintenance on buses or trucks as required. This includes but is not limited to seat repair, two-way radio installation and replacement, AM-FM radio installation and replacement and antenna installation and replacement, mirror adjustment and replacement, jump starting buses and lamp replacement.
- Cleans and sanitizes the interior and exterior of buses as required to maintain cleanliness of the fleet.
- Performs maintenance of buildings and grounds to include yard cleanliness, grass and weeds or any other yard projects that are assigned as necessary.
- Maintains the appropriate credentials to drive a regular route or charter as required to cover the day's activities.
- Picks up and delivers parts and buses as needed.
- Follows all safety standards and guidelines regarding personal protective equipment (PPE).

**Minimum Qualifications:**

- High School Diploma or equivalent required
- Excellent communications skills
- "Can-do" attitude
- Knowledge of bus maintenance.
- Ability and willingness to adhere to safety and sanitation policies/procedures.

**Physical Requirements & Working Conditions:**

Incumbent must be able to move about the building and communicate effectively and efficiently in person and by electronic means. The position requires the employee to work outdoors in varying, seasonal weather conditions. This is a bargaining unit position.

**Right to Revise:**

This job description is not meant to be all-inclusive, and the company reserves the right to revise this job description as necessary.

The duties and expectations herein are intended to describe the general nature and level of work being performed by employees. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

*We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment.*