

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 005013
Grade: 9
FLSA: Nonexempt**

MOTOR POOL ATTENDANT

DEFINITION OF CLASS:

This is manual labor work of a repetitive nature which involves: removing fare box cash containers from buses, emptying collected fares into mobile collection bins (called vaults) and replacing the fare box containers; driving buses from bus lot to service lanes or refuel areas and other locations; changing displays or restocking literature in buses and transit areas; and performing general utility duties such as picking up litter, shoveling snow, moving boxes/equipment, etc. Employees in this classification are also responsible for performing basic and routine checks of vehicles' fluids and tire pressure. The large majority of contacts for employees in this class is with other employees located in the transit operations and motor pool area, and is for the purpose of receiving instructions and information and responding thereto. Employees in this class are not required to provide public service/assistance to citizens or other groups of people external to the County Government because the work of this class is intended to support the activities of other employees.

Employees in this class are responsible for independently carrying out recurring assignments without instruction after being taught or told the tasks to be performed. Work is periodically checked in progress or directly supervised. Satisfactory performance is assessed by the successful completion of assigned tasks. Specific, detailed guidelines are provided which employees are expected to follow without deviation. The complexity of this class of work is limited by the elementary nature of most of the work, as evidenced by the short periods of time required to learn the tasks to be performed. The impact of properly performed work results in the collection of fares into a mobile vault and the timely completion of duties that support Bus Operators and general motor pool operations. Work involves extended periods of standing and walking, as well as periods of lifting fare boxes, and some bending, reaching and stooping. Most work is performed outside in all types of weather conditions or in a covered bus service facility where employees are exposed to noise, dust, grease, dirt, diesel fumes, diesel particulates and cleaning agents (from the bus cleaning and washing lane).

MAJOR DUTIES:

An employee in this class utilizes knowledge of basic support functions for motor pool operations, including fare box cash container removals, assisting Bus Operators with equipment checks, and performing cleaning and custodial duties.

EXAMPLES OF DUTIES: (Illustrative Only)

- Removes fare boxes from buses and empties coins into mobile collection bins for later transport to counting facility, then replaces fare boxes; writes bus information on forms.
- Helps Bus Operators with operator checks on equipment, as requested.
- Performs cleaning/custodial duties in the garage and surrounding motor pool areas.
- Performs basic, routine checks of vehicle fluids and tire pressure.
- Removes snow and ice from vehicles, parking lot areas and shelters by scraping, sweeping and shoveling.
- Checks buses and motor pool area for damage and reports any problems, as assigned.
- Fills display cases with advertising displays and transit schedules on buses, in transit operations center, METRO stations, bus shelters, and other locations, as assigned.
- Starts or turns off buses, as assigned.
- As assigned, fuels vehicles (including natural gas vehicles).

- As assigned under special conditions, drives bus (without passengers) from motor pool area on public roads to another location for use by a Bus Operator whose bus has broken down.

Performs other related duties.

SUPERVISORY CONTROLS:

Work is periodically checked in progress or directly supervised.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

Specific, detailed guidelines are provided, which employees are expected to follow without deviation.

COMPLEXITY:

The complexity of this class of work is limited by the elementary nature of most of the work, as evidenced by the short periods of time required to learn the tasks to be performed.

SCOPE AND EFFECT:

The impact of properly performed work results in the collection of fares into a mobile vault and the timely completion of duties that support Bus Operators and general motor pool operations.

CONTACTS:

The large majority of contacts for employees in this class is with other employees located in the transit operations and motor pool area and is for the purpose of receiving instructions and information and responding thereto.

PUBLIC SERVICE /ASSISTANCE:

Employees in this class are not required to provide public service/assistance to citizens or other groups of people external to the County Government because the work of this class is intended to support the activities of other employees.

HAZARDS:

Most work is performed outside in all types of weather conditions or in a covered bus service facility where employees are exposed to noise, dust, grease, dirt, diesel fumes, diesel particulates, and cleaning agents (from the bus cleaning and washing lane).

MINIMUM QUALIFICATIONS:

Education: Ability to read and write in English and accurately perform basic addition and subtraction calculations.

Experience: No previous experience required.

Substitution: None.

Equivalency:

None

Knowledge, Skills, and Abilities:

Advanced Knowledge of:

- Knowledge of bus operation safety principles and practices upon completion of appropriate on-the-job training.
- Basic knowledge of recommended fluid levels and tire pressure for vehicles.
- Ability to understand and follow oral and written instructions.

- Ability to independently perform revenue collection and bus cleaning duties using simple hand tools and equipment associated with revenue collection and cleaning/servicing vehicles.
- Ability to drive assigned vehicles and obtain a Commercial Driver's License upon completion of appropriate on-the-job training.

Licenses, Registrations, Certifications, or Special Requirements:

At Time of Employment Application:

- Possession and maintenance at all times of a valid Class “C” (or equivalent) driver’s license from the applicant's state of residence.

Upon Completion of Bus Driver Training by Montgomery County:

- Possession and maintenance at all times of a valid Class “B” (or equivalent) Commercial Driver’s License, with air brakes and passenger endorsements, from the employee’s state of residence.

Work Environment:

Most work is performed outside in all types of weather conditions or a covered bus service facility.

Physical Demands:

- Ability to stand, kneel, bend, reach and lift light objects (up to fifty (50) pounds) for extended periods.
- Ability to work outdoors in all kinds of weather conditions.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally in the Service, Labor, and Trades (SLT) bargaining unit.

MEDICAL PROTOCOL: Core II Exam

PROMOTION POTENTIAL:

CLASS SPECIFICATION HISTORY:

Class Established: November 1963
Revised: November 1973
December 1984
Abolished: November 1985
Classification Study: June 1991 (M)
Revised: March 1992
Classification Study: August 2000 (M)
Classification Study: November 2021 (M)