**STS Vehicle Detailer - Hourly**

**Grade: 3**

**FLSA: Non-Exempt**

**Date: 11/21**

**Job Summary:** Responsible for cleaning and sanitizing St. Mary’s Transit System’s vehicles. STS vehicles service the public. It is necessary for them to be sanitized daily and cleaned regularly to include interior and exterior.

**Essential Functions:**

1. Cleans and sanitizes STS vehicles
2. Clean interior of vehicles including buses;
3. Sanitize interior of vehicles including buses;
4. Wash exterior of vehicles including buses in the STS bus wash;
5. Inspect and maintain the wash system, report deficiencies for repair;
6. Maintain the wash barn in well-ordered condition;
7. Operate a County vehicle from the parking spot to the wash barn;
8. May order and keep stock of materials used;
9. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with other staff and members of the public;
3. Ability to prioritize tasks in order of importance and urgency;
4. Ability to safely operate a motor vehicle;
5. Basic knowledge of vehicle maintenance;
6. Ability to possess a valid Maryland drivers license;
7. Basic math skills.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Or equivalent technical training, education, and/or experience.

**Additional Information:**

1. Must successfully complete a pre-employment physical to determine ability to perform job-related functions;
2. Pass an extensive background investigation;
3. Must possess a valid Maryland Driver’s License.

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. For example, climbing, lifting, kneeling/squatting in addition to driving vehicles/trucks/tractors.

Work may involve risks or discomforts which require special safety precautions, e.g., working with running water, cleaning, and sanitizing supplies. Employees may be required to use protective gear such as boots and gloves; ability to climb ladders, may require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date