

# Vacancy

## SERVICE PERSON

**Starting Pay:** \$14.39 (plus \$1.00 shift differential)  
**Hours:** Varied  
**Days of Week:** Varied  
**Start Date Desired:** December 2014

Interested applicants apply at the COTPA Personnel Office, December 8, 2014 until position is filled, Monday through Friday, 8:30 a.m. to 4:30 p.m.

To print COTPA application visit our website at [www.embarkok.com](http://www.embarkok.com) or contact the Human Resource Office at 405-297-3346.

### **JOB SUMMARY**

This position is located in the Maintenance Division of EMBARK. Essential Job Functions: Responsible for driving equipment safely, refueling, lubing, watering, cleaning, lubricating, changing oil, performing utility duties when necessary and otherwise servicing and caring for equipment, buildings and grounds as required. Overall work performance is reviewed at the discretion of the Division Head.

### **JOB REQUIREMENTS**

- Communicates verbally in English, so as to be understood both in person and by two- way radio.
- Must have ability to acquire knowledge of job and occupational hazards and safety precautions required in the shops.
- Must have the ability to perform duties independently and with little direct supervision.
- Must have reading and writing ability sufficient for reading odometers, fuel pump meters and completing fuel sheets.
- Must have ability to follow oral and written instructions.
- Must be able to comply with strict attendance policies.
- Ability to establish and maintain effective working relationships with personnel, contractors and vendors.
- Possess and maintain a valid Commercial Driver's License (class B) with a Passenger (P) endorsement within ninety (90) days of employment.
- Will be subject to mandatory pre-employment urine drug testing and random, post-accident and reasonable suspicion urine drug and breath alcohol testing in accordance with Federal Transit Administration Regulations and COTPA's Substance Abuse Policy.

### **DEPARTMENTAL PREFERENCE**

- Possess a valid Oklahoma Commercial Driver's License (class B) with a Passenger (P) endorsement.

## **Veterans Preferences:**

A three-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces not currently employed full time by COTPA. Qualified applicants must submit a copy of their DD Form 214 indicating discharge type/character of service in person, mail, or fax at 405-316-3346.

## **WORKING CONDITIONS**

- Exposure to dust fumes gases, noise and unfavorable weather conditions.
- May require a varied work schedule to include: early mornings, late nights, weekends and holidays.
- Occasionally required to work hours beyond normal quitting time.

## **PHYSICAL REQUIREMENTS**

- Must have physical ability to occasionally twist, squat, kneel, reach, sit, and be on unprotected heights. Requires fine manipulation and an ability to frequently bend and stoop. Requires simple grasping, medium dexterity and hard grasping. Ability to continuously climb stairs, walk, stand, stoop, be around moving machinery and extremes in temperature and humidity. Requires forearm rotational movement, and use of foot controls.
- Must have physical ability to frequently lift/carry 35 lbs., push/pull 100 lbs. Ability to continuously lift/carry 25 lbs., push/pull 50 lbs., and couple 40 lbs. Ability to occasionally push/pull 200 lbs.
- Job requires use of both hands either simultaneously or singly and both feet are required for foot controls either simultaneously or singly.
- Vision enough to meet the essential functions of the job.
- Hearing enough to communicate in person and by phone.
- Possess a valid Oklahoma Department of Transportation physical examination certification.

## **FRINGE BENEFITS**

Vacation	40 hours upon completion of one year.
Sick Leave	80 hours per year accrued biweekly.
Holidays	6 regular holidays and 3 floating holidays per year.
Injury Insurance	Effective day of employment.
Retirement	After 6 months, jointly paid by COTPA and employee.
Credit Union	Full banking services.
Life Insurance	COTPA provides \$18,000 term coverage.
Health Insurance	Upon completion of thirty days,
Dental Insurance	Upon completion of thirty days, COTPA pays premium for employee coverage; dependent coverage available at low rates.
Disability Plan	Short term payable at \$250 per week.

*AN EQUAL OPPORTUNITY EMPLOYER*

*If you require reasonable accommodation at any time during the hiring process, please notify one of our personnel representatives to make arrangements.*