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# Example of Station Attendant Job Description

Our innovative and growing company is searching for experienced candidates for the position of station attendant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for station attendant

* Dispense fuel for automobiles, trucks, buses, and transit coaches
* Clean bus interiors including all glass, dashboards, seats, floors, walls and other surfaces using powered equipment and manually as needed
* Inspect and perform minor maintenance on fuel facilities including replacement of nozzles, hoses, and filters and inspect fuel tanks for content level and leaks, and maintain appropriate records
* Maintain daily records of gasoline, oil, and diesel fuel dispensed
* Examine vehicles for damage or missing parts
* Operate automatic car wash by performing such duties as driving cars, trucks, buses, and transit coaches through the wash apparatus and park vehicles after cleaning
* Operate manual car wash by performing such duties as driving cars, trucks, buses, and transit coaches into barn at Baxter Road facility and moving mobile wash around said vehicles
* Inspect and perform minor maintenance on automatic vehicle wash equipment including repair/replacement of washing wands, hoses, nozzles, brushes, soap lines and pump, and replenishing supplies related to said equipment
* Inspect all motor vehicle fluid levels, such as engine oil, transmission fluid, hydraulic oil, washer solvent, power steering fluid, , and refill as necessary
* Inspect tires for wear and air pressure

## Qualifications for station attendant

* Ability to successfully complete all ramp training and certification
* Convenience store experience/Retail experience
* Change, repair and replace motor vehicle tires, including the use of pneumatic tire changer, wedge and maul
* Maintain supply of coolant, windshield solvent, and oils in fluids room adjacent to Kipke Drive facility pumps by use of mechanical or hydraulic lift truck
* Maintain supply of coolant, windshield solvent, and oils in fluids area at Baxter Road facility by use of mechanical or hydraulic lift truck
* Erect/dismantle various signages pertaining to transit services on route those deemed necessary to be posted on bus/transit coach interiors