

JEFFERSON TRANSIT AUTHORITY

Position Description

POSITION TITLE: Maintenance Cleaner

SUPERVISOR: Fleet & Facilities Manager

SCOPE OF RESPONSIBILITY

Under general supervision, complete daily janitorial and bus cleaning duties, to include vehicle exteriors and interiors, shelters, shop cleaning tasks, landscape maintenance, and general non-skilled laborer assignments.

ESSENTIAL FUNCTIONS

- Wash exterior of vehicles, including frames, wheels and lights. Will be required to wrangle authority-owned vehicles up to and including 35 foot transit coaches.
- Perform all vehicle interior cleaning tasks, including:
 - Thoroughly sweep, vacuum and mop interior of all vehicles.
 - Empty and wipe trash containers.
 - Remove and discard any waste materials found inside vehicle.
 - Return in any articles found on bus.
 - Dust and/or wash all surfaces, including handrails, stanchions, ceilings, walls and emergency hatches.
 - Dust and/or wash driver compartment, seat, dash, radio and driver's control panel area.
 - Clean all interior windows.
 - Clean all interior mirrors.
 - Wipe down all seats, as needed.
 - Remove light lenses and clean inside of light housing and lenses.
 - Remove gum, graffiti and foreign substances including bodily fluids from floors, walls and rails.
 - Post and remove inside posters and notices as directed by supervisor.
 - Inspect interior for missing screws, bolts, nuts, torn upholstery, broken or cracked windows and unsafe areas; reporting them to supervisor.
 - Wax vehicles as needed.
 - Perform intensive detailing of vehicle interior as directed by supervisor.
 - Maintain work area and equipment in a clean and safe manner.
- Perform fuel island cleaning, including:
 - Clean and degrease fuel pumps.
 - Empty garbage can into dumpster.
 - Clean and degrease cement pad.
 - Maintain work area and equipment in a clean and safe manner.
- Perform passenger shelter cleaning, including:
 - Thoroughly sweep shelter area and Park and Ride.
 - Remove and discard any waste materials found.
 - Pressures wash shelters and Park and Ride.
 - Turn in any found articles.
 - Remove gum, glue, tape, graffiti and foreign substances including bodily fluids.
 - Post and remove posters and notices as directed by supervisor.
 - Inspect interior for missing screws, bolts, nuts, broken or cracked glass or unsafe areas; reporting them to supervisor.
 - Maintain work area and equipment in a clean and safe manner.
- Perform shop cleaning, including:
 - Sweep all concrete shop floors and stairs and offices.
 - Spot-clean shop floors using degreaser and mop bucket on grease and oil spots.
 - Mop shop stairs and offices as directed.
 - Empty garbage cans into dumpster.
 - Clean shop bathroom, including floor, toilet, shower, sink and mirror.
 - Fill soap, toilet paper, and paper towel dispensers.
- As directed by Maintenance Supervisor, may mow lawns, pickup garbage, maintain planter beds and perform light building maintenance including painting.

- Fuel and secure buses, vans, cars and maintenance service equipment.
- Secure vehicle yard and buildings.
- Assists other facilities maintenance employees as directed.
- Performs any other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to perform essential job functions with limited supervision.
- Ability to establish and maintain effective working relationships with other transit employees and supervisors.
- Ability to respond appropriately to customer requests.
- Ability to maintain effective verbal or written communication regarding position duties and responsibilities.
- Ability to work in both an indoor and outdoor environment, and requiring moderate physical exertion.
- High school diploma or equivalent.
- Clean driving record.
- Ability to obtain Washington State commercial drivers license (CDL), including passing a CDL physical.

SPECIAL REQUIREMENTS

- Must pass a pre-employment substance abuse test as a condition of employment. This position is considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is subject to random drug and alcohol testing and is subject to all other types of substance abuse tests as described in the policy.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.
- Acceptable driving record.
- Must be willing to receive the Hepatitis B vaccination provided by employer.

WORK SCHEDULE

Full-time standard workweek (40 hours) during normal business times. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

SALARY & BENEFITS

Wage and benefits are per labor agreement.

This is a non-exempt position as defined by the Fair Labor Standards Act (FLSA).

PHYSICAL DEMANDS:

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

Sitting:	Occasionally.
Standing/Walking:	Continuously.
Driving:	Occasionally.
Lifting/Carrying:	Frequently, up to 25 pounds; must be able to lift 50 pounds if necessary.
Bending/Squatting/Kneeling:	Frequently.
Pushing/Pulling/Reaching:	Frequently.
Twisting:	Frequently.
Overhead Reaching:	Frequently.
Climbing:	Occasionally.
Handling/Grasping:	Frequently.
Talking:	Occasionally.
Hearing:	Continuously.
Fine Finger Manipulation:	Frequently.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.