



63 4 Corners Road, Port Townsend, WA 98368

Jefferson Transit is an Equal Opportunity Employer

Dear Applicant:

Thank you for your interest in the **part-time janitorial position**. Enclosed is an Application Packet, which includes a job application and voluntary equal employment opportunity questionnaire to be completed and returned. We must receive your application materials **no later than 5:00 PM on Monday, Aug. 17, 2020**.

Original application materials must be submitted either by mail to 63 4 Corners Road, Port Townsend WA 98368 or email to dpalmer@jeffersontransit.com. Resumes will be accepted, but the application must also be completed and submitted. Incomplete applications will be rejected.

The position consists of cleaning common areas in the Transit Administration Building at 63 4 Corners Road and also at the Transit Center located at 440 12th Street. Additional information about the position can be found in the enclosed job description.

Wages: \$15.61 per hour
Schedule: Four hours per day, five days per week
Work times will be set based on cleaning tasks (some tasks in the evenings).
Benefits: Retirement-eligible through Washington State Retirement System
Paid sick leave and holidays

The successful candidate must have the ability to perform the job with limited supervision, exhibit good communication and listening skills, complete tasks as assigned, have a high school diploma (or equivalent), and a valid driver's license with a clean driving record. Past experience as a janitor or custodian is preferred.

The application process includes:

- Review of applicants, expected to be up to one week after closure, then:
- Applicants advancing in the process will:
 - Interview – May be by internet if candidate has computer and network, otherwise in person
 - Candidates interviewed will be asked to provide a five year employment driving record from Washington State Dept. of Licensing (Fee of \$13, available online)
 - Background/reference check, pre-employment drug test

Sincerely,
Deb Palmer
Human Resources
Equal Employment Opportunity Officer
360.385.3020 Ext. 119 or dpalmer@jeffersontransit.com

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

www.JeffersonTransit.com

APPLICATION OF EMPLOYMENT

Jefferson Transit Authority
63 4 Corners Road
Port Townsend, WA 98368
(360) 385-3020 Ext. 119



Jefferson Transit is an Equal Employment Opportunity Employer

It is the policy of Jefferson Transit to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

The policy is available upon request or on Jefferson Transit's the web site.

Jefferson Transit is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the hiring process, contact us at least ten days in advance.

Contact: Deb Palmer, EEO Officer for accommodation, information or copy of the policy.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address: _____

Street and Apt. # _____ City _____ State _____ Zip Code _____

Permanent Address (if different from above): _____

Street and Apt. # _____ City _____ State _____ Zip Code _____

Telephone: _____ E-mail: _____

Driver's License #: _____ State: _____

Do you have a Commercial Driver's License (CDL)?
 Yes No

If you answered yes, please list your endorsements: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:
 Yes No

If applicable, please list your visa type, visa number and expiration: _____

Have you ever served in the U.S. Military? Yes No

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Special Honors: _____

EMPLOYMENT HISTORY:

You must report all previous employment for the past ten years

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____ May we contact? Yes No

Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____

Supervisor: _____ Phone: _____

Name Title

Duties: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____ May we contact? Yes No

Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____

Supervisor: _____ Phone: _____

Name Title

Duties: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____ May we contact? Yes No

Supervisor: _____ Phone: _____

Name Title

Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____

Duties: _____

You must report all previous employment for the past ten years

Attach additional sheets if needed.

EMPLOYMENT HISTORY-continued:

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____ May we contact? Yes No

Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____

Supervisor: _____ Phone: _____

Name Title

Duties: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____ May we contact? Yes No

Supervisor: _____ Phone: _____

Supervisory Responsibility? Yes No If yes, the number of employees supervised: _____

Name Title

Duties: _____

You must report all previous employment for the past ten years

Attach additional sheets if needed.

EDUCATION

High School

Name and Location

Did you graduate? Yes No Attended from _____ to _____.

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

EDUCATION-continued:

Technical or Vocational School

Name and Location

Did you graduate? Yes No

Attended from _____ to _____.

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

College or University

Name and Location

Did you graduate? Yes No

Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

College or University

Name and Location

Did you graduate? Yes No

Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

POSITION INFORMATION:

Position Specifications

What hours are you willing to work? _____

Would you be able to work weekends? Yes No

Are you willing to travel for the job? Yes No

When would you be able to start? _____

Desired salary: _____ per _____

Skills

Please describe any skills you have in the following areas:

Computer:

Languages Spoken (other than English):

Other:

I hereby certify that my answers and assertions set forth in this application and supplemental questions are true and complete to the best of my knowledge. I understand that any misrepresentation or material omission of fact on this or any other document required by Jefferson Transit on this application may constitute grounds for rejection, or if employed by Jefferson Transit, for disciplinary measure, including dismissal.

I hereby authorize Jefferson Transit to investigate any aspect of my prior educational and employment history and criminal record.

Furthermore I understand that if I am hired, employment with Jefferson Transit is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law. (Non-represented positions only.)

I also acknowledge that if the position which I am applying includes duties requiring a valid driver's license with a good record. I will be asked to provide a record, at my expense, if my application is advanced in the review and screening process.

I also acknowledge that Jefferson Transit is a Drug Free workplace and that any offer of employment is contingent upon submitting to a pre-employment drug and alcohol test. In addition, if the job I am applying for is safety sensitive, I acknowledge that I may be selected for random drug and alcohol testing in accordance with all applicable FTA regulations.

Signature: _____ **Date** _____

Jefferson Transit complies with the Employee Polygraph Protection Act.

An employee or prospective employee must be given a written notice explaining the employee's or prospective employee's rights and the limitations imposed, such as prohibited areas of questioning and restriction on the use of test results. Among other rights, an employee or prospective employee may refuse to take a test, terminate a test at any time, or decline to take a test if he/she suffers from a medical condition. The results of a test alone cannot be disclosed to anyone other than the employer or employee/prospective employee without their consent or, pursuant to court order, to a court, government agency, arbitrator or mediator.

Do not write below, for office use only:
Date & Time Received: _____



63 Four Corners Road, Port Townsend, WA 98368

The information requested below will be used for statistical purposes only as required by the Equal Opportunity laws and regulations. The information requested is voluntary and confidential.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name _____

Position Applied For _____

- Ethnicity**
- HISPANIC or LATINO
 - BLACK or AFRICAN AMERICAN
 - ASIAN AMERICAN
 - NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 - AMERICAN INDIAN or ALASKA NATIVE
 - WHITE
 - MULTIRACIAL
 - I DO NOT WISH TO SELF-IDENTIFY

Sex: Female Male I do not wish to self-identify

Are you disabled? Yes No

Are you a veteran? Yes No Are you a disabled veteran? Yes No

How did you learn about this position? Please identify source:

- Newspaper (specify) _____
- Internet website (specify) _____
- Referral/Friend/Relative (specify) _____
- Worksource Website or Office (specify) _____
- Radio Advertisement (specify) _____
- Walk-in _____
- Other specify) _____

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.jeffersontransit.com

JEFFERSON TRANSIT AUTHORITY

Position Description

POSITION TITLE: Facility Janitor

SUPERVISOR: Fleet & Facilities Manager

SCOPE OF RESPONSIBILITY:

Under general supervision, perform janitorial duties as outlined below at 63 Four Corners Rd. and 440 12th Street facilities. All public access and staff areas are to be cleaned and maintained in such a manner as to reflect the professional level of work, conduct, and service that staff and ridership of Jefferson Transit Authority expect and deserve. Expected standard is to provide a level of cleanliness where janitorial concerns will not be identifiable by a casual observer. Dust, dirty carpets, stains, spills, smudges etc. on doors, windows, or walls are all readily noticed by staff and public which draws attention to the janitorial services being provided and are therefore unacceptable.

ESSENTIAL FUNCTIONS:

- Clean all common areas including:
 - Thoroughly sweep, vacuum, and/or mop common area floors at least twice per week.
 - Empty and clean trash containers daily.
 - Clean all tables, chairs, and counter surfaces.
 - Clean all other surfaces including handrails, door handles, and walls (spot clean) as needed.
- Clean all facility restrooms including:
 - Check paper supplies daily, refill as needed.
 - Thoroughly sweep, vacuum, or mop restrooms at least twice per week.
 - Empty and clean trash containers daily.
 - Wash/disinfect surfaces such as restroom doors, door handles, stall walls, handrails, etc. as needed.
 - Clean toilets, urinals, sinks, and showers at least twice per week.
- Clean kitchen area, in addition to common area cleaning tasks listed above:
 - Clean cabinet exteriors and sinks as needed.
 - Clean appliance interiors and exteriors as needed
- Maintain work area and equipment in a clean and safe manner.
- Report any observed facility damages or janitorial supply needs to supervisor.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- 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 specified task requests.
- Ability to conduct effective verbal and/or written communication regarding position duties and responsibilities.
- High school diploma or equivalent.
- Clean driving record.

Experience as a janitor or custodian preferred.

SPECIAL REQUIREMENTS:

- Must pass a pre-employment substance abuse screening as a condition of employment.
- 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.

WORK SCHEDULE:

Part-time, typically 4 hours per day, five days per standard workweek (20 hours/week) during normal JTA hours of operation. 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 salary schedule.

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.
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.