



63 4 Corners Road, Port Townsend, WA 98368

October 26, 2021

Dear Applicant:

Thank you for your interest in the Facilities Maintenance Worker position. Enclosed is an Application Packet, which includes a complete job description and the application materials to be completed and returned. Resumes, letters of reference, and proof of special training & qualifications may be included but **will not** be acceptable substitutes for required materials listed below. Incomplete applications will be rejected. The following is required to be considered a complete application:

- Completed & signed Jefferson Transit application
- Completed Jefferson Transit Supplemental Questionnaire
- Optional: Affirmative Action Questionnaire for Applicants

The first step is an evaluation of your qualifications. The requirements for this position includes two years (must be equivalent to two years full time work) performing facilities maintenance. Experience requirements include many to most of the building maintenance duties described in the job description.

If qualified to advance in the recruitment/selection process, **you must obtain a current (printed within the last 30 days) Employment Record of your driving record**, on the day you are interviewed- please do not submit at the time of application. To obtain an employment driving record, which is available from any Driver Licensing Office for a fee, or online:

<http://www.dol.wa.gov/driverslicense/requestyourrecord.html>

Candidates must pass a pre-employment drug test and criminal history check as a condition of employment. A good driving record is required.

This recruitment is open until the position is filled with first review of applications received through **November 15, 2021, 5:00 p.m.**

Jefferson Transit is a great place to work with a generous benefits packet. Starting wage is \$22.02 per hour. If you would like to know about employment at Jefferson Transit, please feel free to contact me. We're looking forward to reviewing your application!

Sincerely,

Deb Palmer

Human Resources & Equal Employment Opportunity Officer

dpalmer@jeffersontransit.com

360.385.3020 Ext. #119

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com



63 Four Corners Road, Port Townsend, WA 98368

Available Benefits through Jefferson Transit

Facilities Maintenance Worker

Pay:

Salary range starts at:
\$22.02 / hr. starting
\$22.63 / hr. @ 6 mos.

Work Schedule:

Mondays through Fridays
8:00 a.m. – 4:30 p.m. with ½ hour lunch break

Reprinted Position through
Amalgamated Transit Union Local 587

Benefits:

- ✦ Washington State Department of Retirement Systems
 - Public Employees Retirement System (PERS)
 - Deferred Compensation Program (DCP) – employee only contributions
- ✦ Medical, Dental and Vision coverage (Employee co-pay \$84.10/mo)
Optional family coverage – employee share 35% of premium
- ✦ Paid leave, up to 200 hours (accrued on hours worked)
(Must work six months before using)
- ✦ 9 paid holidays, plus two personal holidays per year (May change with contract)
(Mandatory all-staff 3rd Monday of January –Martin Luther King holiday)
- ✦ HRA VEBA (health savings account for qualifying medical expenses)
1% contribution by employee
- ✦ Pacific Source HRA (somewhat similar to above) – JTA pays
(Plan pays for qualifying medical expenses up to \$500/year after eligibility)
- ✦ 35K Life Insurance Coverage + \$5,000 Accidental Death & Dismemberment
Additional coverage available – employee pays the cost of the increased coverage
- ✦ Additional insurance options through Colonial Life
- ✦ Long Term Disability (Basic and Optional)
- ✦ Employee Assistance Program (EAP)
- ✦ Wellness Program – reimbursements up to \$300/year

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: _____
Phone: _____ City/State: _____
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: _____
Phone: _____ City/State: _____
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: _____
Phone: _____ City/State: _____
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: _____

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: _____

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

Do you have any gaps in your employment in the last ten years?

Yes No If so, please explain:

EDUCATION

High School

Name and Location _____

Did you graduate? Yes No

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

Special honors or awards: _____

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: _____

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: _____



FACILITIES MAINTENANCE WORKER SUPPLEMENTAL QUESTIONNAIRE

Name _____

Answer the following questions, using as many pages as you need, and include it/them with your application materials. Be sure your name is on each page.

1. What about this job appeals to you?

2. Describe your experience maintaining buildings and grounds.

3. Do you have experience specifically in construction, electrical, plumbing and/or concrete?

Yes No If yes, please briefly describe each element you have experience with:

4. What is your work experience providing customer service and/or public relations?

Name: _____

5. Do you have experience working with computers?
___ Yes ___ No If yes, please briefly describe:

6. Do you have experience applying for permits with a city and/or county?
___ Yes ___ No If yes, please briefly describe:

7. Do you have work experience reviewing and complying with OSHA and/or EPA regulations?
___ Yes ___ No If yes, please briefly describe:

8. Please provide us with additional skills, training and/or abilities relevant this job:

I certify that the statements made by me on the application and supplemental questions are, to the best of my knowledge, true, complete and correct. I understand that any misrepresentation or material omission of fact on this or any other document required by Jefferson Transit may constitute grounds for rejection, or if employed by Jefferson Transit, for disciplinary measures, including dismissal.

_____/_____
Signature Date Signed



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: Facilities Maintenance Worker

SUPERVISOR: Fleet & Facilities Manager

SCOPE OF RESPONSIBILITY

Under direction of the Fleet & Facilities Manager and/or his or her delegate, employees in this classification will perform skilled and routine work in the maintenance and repair of buildings and related equipment. This includes routine assembly, installation and maintenance of bus shelters and amenities; maintain signage; make repairs to facilities, buildings and grounds; and perform other related duties as assigned.

Employees in this classification are responsible for safely performing any and all repairs required by the Maintenance Administrator and or his or her delegate. Independent judgment is required as to work methods, procedures and materials to be used. Assignments are checked by spot inspections, but the employee is responsible for final results. Performs all tasks in a productive, efficient and safe manner and reports any un-repaired damage to structures and/or equipment to the Maintenance Administrator.

ESSENTIAL FUNCTIONS

- Diagnoses malfunctions; inspects tests, adjusts, repairs and replaces complete or integral parts of all building equipment or systems.
- Estimates projects for time, labor requirements and material.
- Recommends and assists in the selection and purchase of necessary equipment and supplies needed to perform the assigned tasks.
- Diagnosis malfunctions, repairs or recommends outsourcing for heating, ventilation and air conditioning (HVAC) systems.
- Installs and repairs or recommends outsourcing for electrical wiring, lights, circuit breakers, switches and controls, runs conduit, pulls and hooks up wire per national electrical code.
- Cuts, threads and joins pipe and makes plumbing repairs.
- Performs minor carpentry.
- Builds forms; pours, finishes and repairs concrete.
- Performs minor roof repair.
- Assembles, installs, maintains and removes shelters and amenities.
- Installs and replaces shelter seats, benches and trashcans. Digs postholes, installs and replaces route signs. Repairs pot holes at bus stops and transit facility; removes broken glass and safety hazards from bus stops.
- Performs minor repairs on sinks, toilets, doors and windows. Replaces light bulbs and fluorescent tubes buildings and shelters.
- Manufactures, installs and maintains signage at bus stops and other facilities.
- Prepares and paints shelters, structures, curbs and crosswalks. Pressure washes structures, shelters and pavement.
- Cleans walkways and grounds adjacent to buildings and ensures that rubbish, weeds and waste paper are removed.
- Mows lawns and assists in the care of landscaping.
- Assembles and moves furniture and equipment as requested.
- Removes snow and ice; spreads sand as required
- Performs traffic control (flagging) duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of: the methods, materials, tools and standard practices related to facilities maintenance.
- Knowledge of: the proper use of all hand tools, electrical and gasoline powered tools.
- Proper leveling and securing techniques.
- Ability to read and interpret blueprints.
- Ability to learn all equipment operations.
- Ability to read, comprehend and apply written instructions or directions.
- Communicate effectively both orally and in writing.
- Perform computerized work order methods and procedures.
- Work as a team with other employees in a directed work team environment. Maintain professional effective working relationships with other transit employees, supervisors, administrators, passengers, outside contractors, suppliers and the public.
- Conceptualize the work required through personal observation or a verbal description and determine what is necessary to obtain quality results.
- High School Diploma or general education degree is required.
- Two (2) years recent experience facilities maintenance.
- Graduation from a State approved apprenticeship program or trade school; Washington State nonresidential maintenance electrician license is desirable.

SPECIAL REQUIREMENTS

- Must possess a valid Washington State Driver's License at the time of hire and be able to obtain a Class B Commercial Driver's License. May be trained and asked to obtain a CDL Class B license
- Must possess a complete set of facility maintenance hand tools necessary to perform the essential functions of the position.
- 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 this 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.
- Must have the ability perform the essential functions as described above including the ability to maneuver objects weighing in excess of fifty (50) pounds.

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 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.