



63 4 Corners Road, Port Townsend, WA 98368

Dear Applicant:

Thank you for your interest in the Maintenance Cleaner 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
- Signed Notice to Job Applicants Form
- Optional: Affirmative Action Questionnaire for Applicants

Application materials can be found online at Jefferson Transit.com under Employment Opportunities, or <http://jeffersontransit.com>.

Completed applications can be mailed to the address below, or emailed to jryan@jeffersontransit.com

- Applicants interviewed will need to bring an Employment Driving Record from Department of Licensing (do not submit at time of application)
- Applicant will need to bring the names and contact information of at least three professional references.
- Pre-employment drug test and Essential Physical Function test will be scheduled for the successful candidate prior to employment

Jefferson Transit is a great place to work with a generous benefits packet. Starting wage is \$19.15 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,

Julie Ryan
Human Resources
jryan@jeffersontransit.com
360.385.3020 Ext. #119

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com



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Available Benefits through Jefferson Transit

Pay:

\$19.15/hr. starting
\$19.69 increase @ 6 months

Work Schedule TBD

this position has ½ hour off for meal break

Benefits:

- + Washington State Department of Retirement Systems
 - Public Employees Retirement System (PERS)
 - Deferred Compensation Program (DCP)
- + Medical, Dental and Vision coverage
 - Optional family coverage – employee shares 30% of premium
- + Paid leave, up to 200 hours (accrued on hours worked)
 - Must work six months before use)
- + 10 paid holidays, plus two personal holidays per year (May change with contract)
 - Mandatory all-staff 3rd Monday of February –President's Day holiday
- + HRA VEBA (health savings account for qualifying medical expenses) 1% contributed by employee
- + Pacific Source HRA (somewhat similar to above) – JTA pays
 - (pays for qualifying medical expenses up to \$500 after eligibility)
- + 35K Life Insurance Coverage + \$5,000 Accidental Death & Dismemberment
 - Additional coverage available – employee pays the cost of the increased coverage
- + Long Term Disability (Basic and Optional)
- + Employee Assistance Program (EAP)
- + Wellness Program – reimbursements up to \$300/yr

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: Julie Ryan, 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
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

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: _____

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 other facility cleaning, including:
 - Sweep, mop and vacuum all floors.
 - Spot-clean shop floors using degreaser and mop bucket on grease and oil spots.
 - Wash facility windows. Empty garbage cans into dumpster.
 - Clean bathrooms, including floor, toilet, shower, sink and mirrors.
 - 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 driver's license (CDL), including passing a CDL physical.

SPECIAL REQUIREMENTS

- Must pass a pre-employment substance abuse test 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.
- Acceptable driving record.
- Must be willing to receive or waive 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.

MAINTENANCE CLEANER 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 working around bulk fuel and/or fuel dispensing.

3. Do you have experience working with computers?

___Yes ___No If yes, please briefly describe:

4. Hours of work could be afternoons to late night, working alone for up to two hours and working every Saturday. There may also be work occasionally some holidays. Will you be able to meet this type of work schedule?

___Yes ___No If no, please briefly describe, or identify any concerns you may have:

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



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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) _____

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NOTICE TO JOB APPLICANTS

All applicants for employment with Jefferson Transit Authority must pass a pre-employment drug test prior to employment. As part of your pre-employment physical examination, you are required to submit a urine specimen at a designated collection site. Your urine specimen will be tested at a laboratory to determine the presence of:

- Marijuana
- Cocaine
- Opiates & Opioids
- Amphetamines
- Phencyclidine
- MDMA
- 6-Acetylmorphine

Following a conditional offer of employment, you must pass this test prior to beginning employment. A verified positive test result will disqualify you for employment for a period of not less than one year. Evidence of the absence of drug or alcohol dependency from a substance abuse treatment provider or other qualified medical or mental health practitioner and re-testing will be required prior to further consideration for employment.

Additionally, if you are selected for employment, you will be required to report to the transit Human Resources Manager within five (5) days any conviction for violation of a criminal drug statute.

Records will be retained for five years on candidates not passing this pre-employment test.

Refusal to test, specimen tampering during the pre-employment medical evaluation, falsification of the substance use form or failure to provide an adequate specimen without a valid medical explanation will be considered a positive test and grounds for disqualification from employment.

Certification: I have read and understand this notice and agree to all of the provisions thereof:

Applicant Signature

Date