



Dear Applicant:

Thank you for your interest in the Facility Janitor position. Enclosed is an Application Packet, which includes a complete job description and the application materials to be completed and returned. Position is open until filled.

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 and signed Jefferson Transit application
- A minimum of three professional References  
(names, addresses, telephone numbers, email addresses, and context of reference)

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

Completed applications can be mailed to the address above or emailed to [jryan@jeffersontransit.com](mailto:jryan@jeffersontransit.com).

Jefferson Transit is a great place to work with a generous benefits packet. Starting wage is \$18.11 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](mailto:jryan@jeffersontransit.com)  
360.385.3020 Ext. #119



## Available Benefits through Jefferson Transit

### Facility Janitor

**Wage: \$18.11 / hour**

**Hours: Monday – Friday: 5 hours per day**

#### **Benefits:**

- Washington State Department of Retirement Systems
- Public Employees Retirement System (PERS)
- Deferred Compensation Program (DCP)
- Paid leave, up to 200 (accrued on hours worked)
  - Available after completion of the 6-month probationary period
- 9 paid holidays, plus two personal holidays per year
- 1 hour paid sick leave for every 40 hours worked\_
- Employee Assistance Program (EAP)

# **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 5 hours per day, five days per standard workweek (25 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%)

<b>Sitting:</b>	Occasionally.
<b>Standing/Walking:</b>	Continuously.
<b>Driving:</b>	Occasionally.
<b>Lifting/Carrying:</b>	Frequently up to 25 pounds. Must be able to lift 50 pounds.
<b>Bending/Squatting/Kneeling:</b>	Frequently.
<b>Pushing/Pulling/Reaching:</b>	Frequently.
<b>Twisting:</b>	Frequently.
<b>Overhead Reaching:</b>	Frequently.
<b>Climbing:</b>	Occasionally.
<b>Handling/Grasping:</b>	Frequently.
<b>Talking:</b>	Occasionally.
<b>Hearing:</b>	Continuously.
<b>Fine Finger Manipulation:</b>	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.*



63 Four Corners Road  
 Port Townsend, WA 98368  
 Customer Service: 360-385-4777  
[www.jeffersontransit.com](http://www.jeffersontransit.com)

# EMPLOYMENT APPLICATION

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 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	
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## Personal Information

First Name	Middle Initial	Last Name	
Current Address	City	State	Zip Code
Telephone		Email	
Driver's License Number		State Issued	

## Permanent Address (if different from above)

Address	City	State	Zip Code
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Do you have a Commercial Driver's License (CDL)?  Yes  No

If you answered yes, please list your endorsements: \_\_\_\_\_

I am a 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

**Note:** You must report all previous employment for the past ten years.

### Present Or Most Recent Employer

Employer	Phone		
Address	City	State	Zip Code
Your position	Dates of employment From _____ To _____		
Reason for leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Supervisory responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, the number of employees supervised		
Supervisor name	Title	Phone	
Duties			

### Prior Employer

Employer	Phone		
Address	City	State	Zip Code
Your position	Dates Of Employment From _____ To _____		
Reason for leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Supervisory responsibility? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, the number of employees supervised		
Supervisor name	Title	Phone	
Duties			

### Prior Employer

Employer	Phone		
Address	City	State	Zip Code
Your position	Dates of employment From _____ To _____		
Reason for leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Supervisory responsibility? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, the number of employees supervised		
Supervisor name	Title	Phone	
Duties			

### Employment History – Continued

**Note:** You must report all previous employment for the past ten years.  
Attach additional sheets if needed.

#### Prior Employer

Employer	Phone		
Address	City	State	Zip Code
Your position	Dates of employment From _____ To _____		
Reason for leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Supervisory responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, the number of employees supervised		
Supervisor name	Title	Phone	
Duties			

#### Prior Employer

Employer	Phone		
Address	City	State	Zip Code
Your position	Dates of employment From _____ To _____		
Reason for leaving	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Supervisory responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, the number of employees supervised		
Supervisor name	Title	Phone	
Duties:			

**Note:** You must report all previous employment for the past ten years

Do you have any gaps in your employment in the last ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please explain:
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**Education**

## High School

Name	Location
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you did not graduate, did you receive your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Special honors or awards	

## Technical or Vocational School

Name	Location
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates attended From _____ To _____
Degree or certification	Specialty
Special honors or awards	

## College or University

Name	Location
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates attended From _____ To _____
Degree or certification	Specialty
Special honors or awards	

**Position Information**

## Position Specifications

What hours are you willing to work?
Would you be able to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to travel for the job? <input type="checkbox"/> Yes <input type="checkbox"/> 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 receive 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: \_\_\_\_\_



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 D
- 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) \_\_\_\_\_



## 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
- MOMA
- 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

JTA Drug and Alcohol Notice To Job Applicants