



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](mailto: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](mailto:jryan@jeffersontransit.com)  
360.385.3020 Ext. #119



## Available Benefits through Jefferson Transit

### Pay:

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

Operational hours: 4:45 am to 8:35 pm  
(Monday – Saturdays)

Reprinted Position through  
Amalgamated Transit Union Local 587

### 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
- ✚ 9 paid holidays, plus two personal holidays per year (May change with contract)  
(Mandatory all-staff 3<sup>rd</sup> 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  
(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
- ✚ Long Term Disability (Basic and Optional)
- ✚ Employee Assistance Program (EAP)
- ✚ Wellness Program – reimbursements up to \$300/yr



63 Four Corner 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 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	
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## Personal Information

First Name	Middle Initial	Last Name	
Current Address	City	State	Zip Code

## Permanent Address (if different from above)

Address	City	State	Zip Code
Telephone		E-Mail	
Driver's License Number		State Issued	

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

**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: \_\_\_\_\_

# 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?

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2. Describe your experience working around bulk fuel and/or fuel dispensing.

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3. Do you have experience working with computers?

Yes  No If yes, please briefly describe:

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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:

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

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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
- 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



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) \_\_\_\_\_

# 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%)

<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 if necessary.
<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.*