



Dear Applicant:

Thank you for your interest in the Maintenance Clerk 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 & signed Jefferson Transit application
- Resume & cover letter
- Completed Supplemental Questions
- 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.

Jefferson Transit is a great place to work with a generous benefits packet. Starting wage is \$21.79 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



63 Four Corners Road, Port Townsend, WA 98368

Available Benefits through Jefferson Transit

Maintenance Clerk

Pay:

Salary Range starts at:
\$21.79/hr starting
\$22.40/hr @ 6 mos.

Work Schedule:

Mondays through Fridays
8:00 a.m. – 4:30 p.m. with 1/2 hour lunch break*

*Occasional after hours and/or weekend work

Benefits:

- ✚ Washington State Department of Retirement Systems
 - Public Employees Retirement System (PERS)
 - Deferred Compensation Program (DCP) – employee only contributions
- ✚ Medical, Dental and Vision coverage
 - Optional family coverage – employee share 30% of premium
- ✚ Paid leave, up to 200 hours (accrued on hours worked)
- ✚ 9 paid holidays, plus two personal holidays per year
- ✚ HRA VEBA (health savings account for qualifying medical expenses)
- ✚ Pacific Source HRA – JTA pays
 - (pays for qualifying medical expenses up to \$500/year after eligibility)
- ✚ 35K Life Insurance Coverage + \$5,000 Accidental Death & Dismemberment
- ✚ Additional coverages you may purchase from Met Life or Colonial insurance companies
- ✚ Long Term Disability (Basic and Optional)
- ✚ Employee Assistance Program (EAP)
- ✚ Wellness Program – reimbursements up to \$300/year



JEFFERSON TRANSIT AUTHORITY

Position Description

POSITION TITLE: Maintenance Clerk

SUPERVISOR: Fleet & Facilities Manager

SCOPE OF RESPONSIBILITY

Under general supervision, prepares monthly maintenance reports/data entry using computerized maintenance system; organizes and controls vehicle parts rooms; monitors fuel usage and purchase; processes vehicle defect reports, maintains vehicle files, responsible for parts procurement, maintaining vendor relationships and performs all clerical functions for the Maintenance Department. All work is subject to review, checks and controls.

ESSENTIAL FUNCTIONS

- Receive vehicle defect reports from drivers, both in written and electronic form, and process into work orders in the fleet maintenance program.
- Place parts and supply orders for fleet and facility departments.
- Place orders for office supplies.
- Create and complete purchase orders in the fleet maintenance program.
- Receive and process parts to work orders or stock.
- Create inventory tags for new parts.
- Maintain tire inventory; order as needed.
- Organize and control vehicle stock rooms.
- Perform multiple functions in the fleet maintenance program.
- Maintain and fix problems with the fuel system hardware and software.
- Monitor fuel use and place order for diesel fuel when needed.
- Enter fuel usage data from internal electronic fuel system and external fuel invoices in the fleet maintenance program.
- Add/update drivers and vehicles in fuel system as required.
- Add/update drivers and vehicles on vehicle inspection website.
- Maintain and fix problems with vehicle inspection hardware and software program.
- Process, track and code all vehicle maintenance and facilities maintenance invoices.
- Run various reports from the fleet maintenance and fuel programs for other staff members.
- Perform End of Period Reports and assist the Maintenance Manager with End of Year Reports.
- Prepare and assist with year-end inventory.
- Update fleet maintenance program with inventory losses and gains from quantity changes.
- Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- High school diploma or equivalent. Post-high school or vocational training is preferred.
- Two years general office experience with one year of data entry experience; training may be substituted for experience.
- Ability to operate a motor vehicle safely; clean driving record.
- Ability to communicate effectively and concisely, both orally and in writing, with agency vendors and all staff.
- Ability to work independently and under supervision as a team member in a cooperative and productive manner.
- Ability to read a variety of materials including parts books, manuals, invoices, statements, regulations and other printed or handwritten material.
- Demonstrated ability in basic math and use of office machines such as calculator, copier, and multi-line phone/voicemail/intercom system.



- Ability to use personal computer including knowledge and experience with Microsoft Office programs, fleet management and inventory software programs.
- Ability to work well with vendors, the public, and fellow employees, conveying accurate information to management personnel or other parties and remaining professional at all times.

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.
- Upon offer of employment, must successfully pass agency Essential Physical Functions tests and must maintain agility levels to be able to perform all requirements of the position throughout employment.

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%)

Driving:	Occasionally, when performing errands in agency or personal vehicle.
Sitting:	Frequently, sitting at a desk, table, or computer stand
Standing/Walking:	Frequently, standing at counter and walking to other offices
Lifting/Carrying:	Frequently, up to 40 pounds for boxes and parts. Occasionally, up to 60 pounds.
Bending/Squatting/Kneeling:	Frequently, accessing file drawers or storage areas
Pushing/Pulling:	Frequently, using file drawers
Reaching:	Occasionally, above head to lift items off shelves
Twisting:	Occasionally, when turning to respond to another person
Talking:	Frequently, communicating on phone and radio
Hearing:	Continuously, in person, on phone and radio
Wrist/Finger Movement:	Continuously, for keyboard, calculator, and telephone

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, veteran 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 Corner Road
 Port Townsend, WA 98368
 Customer Service: 360.385.4777
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
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:

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 outline your skills in the following areas:
Computer proficiency
Languages spoken (excluding 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 Clerk

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 is your primary interest in this position?

2. Describe your skills in working with computers and inventory/fleet software.

3. Describe your communication skills including oral and written.

4. Describe your previous experience managing a stockroom. Were you responsible for ordering parts and supplies? If yes, please provide details.



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