



JOB ANNOUNCEMENT

Part Time Bus Cleaner

Opening Date: February 04, 2025

Salary Range: \$19.12/hour to \$23.35/hour - Recruitment Target \$19.12/hour

Closing Date: February 11, 2025

Valley Transit provides a \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System's deferred Compensation program. Valley Transit grants annual paid vacation to regular part-time employees which is calculated on a prorated basis of .04615 per paid hour which increases with continuous employment. All Employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, part-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Part-time employees accrue Holiday leave on a prorated basis. Part-time employees earn 0.02308 hours of holiday leave for each paid hour and are entitled to three (4) paid Floating Holidays each calendar year. Valley Transit provides limited reimbursement for the purchase of job-related clothing and supplies depending on the job classification. Vision reimbursement of up to \$300.00 as per contract period.

NATURE OF POSITION: This position includes the responsibility of cleaning buses, transit facilities, and related equipment. This is physical work requiring a high degree of energy and effort. The work will include fueling and maintaining other fluid levels in buses and other vehicles as instructed. Adequate driving skills for the safe movement of transit vehicles are necessary. Hours for this position are Monday through Friday, 6:00pm to 10:00pm.

REQUIRED MINIMUM QUALIFICATIONS: Satisfactory completion of pre-employment drug/alcohol screen, physical, and a criminal background check is a condition of employment for this position with Valley Transit. Must be able to communicate and follow written and oral instructions given in English.

DESIRED QUALIFICATIONS: No previous experience is necessary; however, related experience and familiarity with common hand tools and cleaning equipment are desirable. A valid Washington or Oregon driver's license showing a history of responsible driving behavior is required. The ability to obtain a Commercial Driver's License (CDL) in the future is needed.

APPLICATION AND SELECTION PROCEDURE: A completed Valley Transit application is required to apply. Applications are available on the jobs page of the Valley Transit website: <https://www.valleytransit.com/jobs/>

Applicants whose experience most closely meet the requirements of the position will be invited to continue in the selection process, which will consist of an oral panel interview, reference inquiries and criminal background check. Completed application packages can be mailed or emailed to:

VALLEY TRANSIT
1401 West Rose Steet
Walla Walla, WA 99362
Email to vicki@valleytransit.com

REASONABLE ACCOMMODATION: Valley Transit will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

Valley Transit complies with Title VI, ADA, and other applicable Federal Civil Rights Laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, Veteran status, sexual orientation, gender identity, or sex in employment or the provisions of service. Equal Opportunity Employer.

PART-TIME BUS CLEANER



Department: Maintenance
Employee Group: Represented
Reports To: Assistant Maintenance Manager
FLSA Status: Nonexempt hourly employee

At Valley Transit our Mission is to provide high-quality and efficient public transportation services that are responsive to the needs of our entire community; promoting quality of life and a healthy economy.

Position Summary

This position includes the responsibility of cleaning buses, transit facilities, and related equipment. This is physical work requiring a high degree of energy and effort. The work will include fueling and maintaining other fluid levels in buses and other vehicles as instructed. Adequate driving skill for the safe movement of transit vehicles is necessary.

Essential Duties and Responsibilities

- Pumps fuel and records fuel and odometer information
- Adds lubricants as needed: Water; Antifreeze; Motor Oil; Hydraulic Oil
- Checks and adjusts air pressure in tires
- Washes, sweeps, mops, cleans glass and other surfaces in buses
- Cleans up spilled food, drinks, litter, human waste and bodily fluids, and other debris
- Empties trash receptacles
- Polishes stainless steel parts
- Performs janitorial duties in agency buildings, including sweeping or vacuuming, mopping floors, cleaning restrooms, washing walls and windows, and other related duties
- Maintains a clean shop area and bus storage area:
 - a. Cleans up spilled liquids
 - b. Cleans tools and machinery
 - c. Sweeps and vacuums area
- Maintains a clean operators' lounge and facility
- Keeps facilities free of clutter
- Washes bus passenger shelters and removes graffiti
- Maintains grounds including mowing grass, trims shrubs, applies yard chemicals and other related duties
- Shovels snow and operates snow removal equipment
- Makes minor repairs to such items as shelters, benches, and restroom fixtures including light plumbing duties
- Must be able to work independently for up to two-hour periods
- Communicates via two-way radio
- Must be able to communicate and follow written and oral instructions in English.
- Must be able to fill out standard paperwork items such as time cards, work orders, accident

- reports, fuel logs and similar items
- Follows instruction as directed by the Fleet, Facilities and Special Projects Manager, Assistant Maintenance Manager, and Maintenance Custodian.
- Perform all safety and health responsibilities for Workgroup Members as detailed in the Public Transit Agency Safety Plan (PTASP).
- Performs other work as required

Education

Must be able to communicate and follow written and oral instructions given in English.

Experience

No previous experience is necessary; however, related experience and a familiarity with common hand tools and cleaning equipment is desirable. A valid Washington or Oregon driver's license showing a history of responsible driving behavior is required. Ability to obtain a Commercial Driver's License (CDL) in the future if needed.

Working Conditions

Work is performed both inside and outside in both good and inclement weather. He or she may be exposed to dust, exhaust fumes, wetness, chemical spray, and cleaning agents. This position requires dealing with other employees and customers in a positive manner that generates goodwill for the Agency and teamwork among employees

Essential Functions

The employee must be physically able to perform the duties of the position with or without reasonable accommodation on a regular work schedule. Dependable and regular attendance and on-time performance is required. He or she may be required to lift objects up to 50 pounds, with assistance provided, if necessary, in the movement of heavier objects. Must have the agility to bend and twist to get into hard-to-reach areas for cleaning (sometimes working on hands and knees), and climb ladders.

Must be able to perform the duties of this safety-sensitive position without imposing an undue risk of harm to the health and safety of self, other employees, or the public. As such, the employee will be subject to random drug and alcohol testing. All employees must abide by Agency policies, rules and regulations. If a job offer is extended, employment will be conditioned upon successful completion of a pre-employment physical including a drug and alcohol test.

Wages and Benefits

Employees working in this job classification are represented by the Amalgamated Transit Union and are subject to agency shop rules. The salary range for this position is \$19.12 to \$23.35 per hour.

A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System's deferred Compensation program.

Valley Transit grants annual paid vacation to regular part-time employees which is calculated on a prorated basis of .04615 per paid hour which increases with continuous employment. All Employees are

eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, part-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Part-time employees accrue Holiday leave on a prorated basis. Part-time employees earn 0.02308 hours of holiday leave for each paid hour and are entitled to four (4) paid Floating Holidays each calendar year. The number of paid Floating Holidays increases with continuous employment.

Valley Transit provides limited reimbursement for the purchase of job-related clothing and supplies depending on the job classification.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

1401 West Rose Street
Walla Walla, WA 99362



509-525-9140
www.valleytransit.com

EMPLOYMENT APPLICATION (09-2022)

INSTRUCTIONS

An incomplete application may disqualify you from further consideration. 'SEE RESUME' will not be accepted

Valley Transit is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Valley Transit follows the requirements of the "Fair Chance Act", under RCW 49.94. Valley Transit will not inquire about prior arrests and convictions until after determining if an applicant is otherwise qualified for the position for which the applicant applies, except as allowed under RCW 49.94.10.

APPLICANT INFORMATION

Position Applied For:

Wage or Salary desired? \$

Having reviewed the recruitment announcement and the position description, are you able to perform the essential functions of the position for which you are applying, with or without accommodation? YES NO

Last Name:

First Name:

M.I.:

Mailing Address:

City:

State:

Zip Code:

Phone:

Email:

Are you authorized to work in the U.S. on an unrestricted basis? YES NO

Are you over 18 years of age? YES NO

Have you ever worked for Valley Transit? YES NO If YES, provide position(s), date(s) of employment, and why you left Valley Transit.

Are you related to/in a relationship with any current Valley Transit employee that could result in a conflict of supervision if you were subsequently hired? YES NO If YES, provide name and relationship with employee(s).

Are you willing and able to work the following hours and/or days (as required by the position for which you are applying)?

Check all that apply.

Full-Time

Part-Time

Overtime

Evenings

Weekends

Holidays

Split Shifts

Irregular Hours

EMPLOYMENT REFERRAL SOURCE

How did you learn of this employment opportunity?

MILITARY SERVICE

Branch:

From:
(MM/YY)

To:
(MM/YY)

Rank at
Discharge:

TRAINING/PROFESSIONAL CERTIFICATION

Please list any training (including the number of hours) you have attended and any professional certifications that are relevant to the position for which you are applying.

EDUCATION

High School:		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If NO, do you have a GED/equivalent? YES <input type="checkbox"/> NO <input type="checkbox"/>	
College:		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, degree/certification earned: If NO, number of credits earned:	
Other Training/Education:		

EMPLOYMENT HISTORY

Please provide your chronological work and relevant volunteer history for the previous 10 years (do not use "See Resume").

Current or Most Recent Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
EMPLOYMENT GAPS AND OTHER INFORMATION		
Please explain any gaps of employment and attach additional pages as necessary.		
DISCLAIMER AND SIGNATURE		
<p><i>I certify that the facts set forth in this Employment Application are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Valley Transit to make an investigation of any of the facts set forth in this application.</i></p> <p><i>I understand that employment at Valley Transit is "at will," which means that either I or Valley Transit can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of Valley Transit, other than the General Manager has any authority to alter the foregoing. I also understand that this application and all submitted attachments become the property of Valley Transit.</i></p>		
Signature:	signed electronically	Date:
ADDITIONAL INFORMATION		
Please note that contact is made PRIMARILY THROUGH EMAIL, so be sure to check your email often, including your "junk" email to prevent you from missing a communication from Valley Transit regarding your application. Your patience during the selection process is appreciated. Thank you for your interest and best wishes.		



Applicant Voluntary EEO Self Identification Form

Valley Transit is an equal employment opportunity employer. Discrimination in employment is prohibited under Washington State Law, Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. As an equal employment opportunity employer, Valley Transit is committed to providing a work environment free from any form of discrimination.

For the purpose of effectively implementing Valley Transit's Equal Employment Opportunity Program, we would appreciate your assistance in providing the information listed below. This information will enable Valley Transit to evaluate its recruitment process in light of State and Federal equal employment opportunity laws.

Completion of this form is voluntary.

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION PACKET PRIOR TO THE APPLICATION SCREENING PROCESS.

Position applying for:

Date:

Name (First, MI, Last):

Gender: Male Female I do not wish to disclose this information

Definitions of race/ethnicity are on the next page (*as defined by the Equal Employment Opportunity Commission*).

Race/Ethnicity Identification Categories (choose one):

White/Caucasian

Black/African American

Native Hawaiian/Pacific Islander

Asian

Hispanic/Latino

American Indian/Alaskan Native

Two or more races

I do not wish to disclose this information

Definitions of Race/Ethnic Categories:

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

White or Caucasian: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American: A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

American Indian or Alaska Native (not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

Two or More Races: All persons who identify with more than one of the above races