



Full-Time Utility Custodian

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

At Valley Transit our Mission is Connecting the Valley by providing safe, efficient, and courteous transportation.

Position Summary:

This position is responsible for cleaning buses, transit facilities, and related equipment. The work requires significant physical effort, energy and attention to detail. Duties include fueling and maintaining fluid levels in buses and other vehicles as instructed and safely moving transit vehicles. The position also performs minor repairs and maintenance to agency facilities, including work on shelters, benches, restroom fixtures, light plumbing, lawn irrigation systems, and other components as needed.

Essential Duties and Responsibilities:

- Pumps fuel, accurately records fuel and odometer information, completes repair orders, time records, and other maintenance records
- Adds lubricants, fluids, and other consumables as needed
- Checks and adjusts air pressure in tires
- Washes, sweeps, mops, cleans glass, and other surfaces in buses
- Cleans up spilled food, drinks, litter, and other debris, including bodily fluids
- 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 related duties
- Cleans tools and machinery
- Washes bus passenger shelters and removes graffiti
- Performs grounds maintenance including mowing grass, trimming shrubs, applying yard chemicals, repairing and maintaining irrigation systems 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 and lawn irrigation system repairs
- Tows or assists with towing disabled vehicles to maintenance facilities
- Must be capable of working independently on routine tasks with infrequent supervision
- Follows instructions as directed by the Assistant Maintenance Manager and the Fleet, Facilities and Special Projects Manager
- Performs all safety and health responsibilities for Workgroup Members as detailed in the Public Transit Agency Safety Plan (PTASP).
- Performs other work as required

The omission of specific statements of duties above does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Education:

Must be able to communicate and follow written and oral instructions given in English. Must be able to accurately record information on standard forms and solve basic mathematical calculations. Must be able to use, or learn to use, basic computer programs as required for the job.

Experience:

No previous experience is necessary; however, related experience and 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 and the applicant must be able to obtain and hold a Commercial Driver's License (CDL).

Working Conditions:

Work is performed both indoors and outdoors in all types of weather. The Utility Custodian may be exposed to dust, exhaust fumes, wet conditions, chemical sprays, and cleaning agents. This role may require working different shifts between 5:00 a.m. and 10:00 p.m., Monday through Saturday, including split shifts. The Utility Custodian is expected to interact with employees and customers in a helpful, positive way to promote teamwork and good service for the agency.

Essential Functions of the Position:

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

Must be able to satisfactorily complete training in health and safety-related areas such as bodily fluids safety, use of household and lawn chemicals, and medical First Responder training.

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 subjected 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 and background check.

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 \$19.57 to \$23.82 per hour.

Valley Transit provides “employee-only” premiums paid at no cost for medical, dental, vision, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund (WCIF). 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. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

Valley Transit grants annual paid vacation to regular full-time employees, which starts at 8 hours per month and 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, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive eight (8) paid Holidays. For specific operational roles, work may be required on certain holidays, with appropriate holiday compensation provided. In addition, employees are paid four (4) 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.