



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 connecting the Valley by providing safe, efficient, and courteous transportation.

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:
- Cleans up spilled liquids
- Cleans tools and machinery
- 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 \$19.93 to \$24.34 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.