



## **PART-TIME BUS CLEANER**

**Department:** Maintenance

**Employee Group:** Represented

**Reports To:** Assistant Maintenance Manager

**FLSA Status:** Non-exempt hourly employee

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

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### **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 skills for the safe movement of transit vehicles are 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 remove graffiti
- Maintains grounds including mowing grass, trims shrubs, applies yard chemicals and other related duties
- Shovels snow and operate 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 fill out standard paperwork items such as timecards, 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 are 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. The employee 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

This position is scheduled for 20 hours per week, Monday through Friday, 6:00 pm – 10:00 pm. Actual work hours and days, including occasional weekend assignments if operationally required, may be adjusted by the Agency as necessary to meet service needs.

### **Conditions of Employment & Essential Functions**

Employment in this safety-sensitive position is contingent upon successful completion of all pre-employment requirements, including a DOT drug and alcohol test, a physical examination if applicable, and a background check. The employee must be physically able to perform the essential duties of the position, with or without reasonable accommodation, on a regular work schedule, including dependable and regular attendance and on-time performance. The employee may be required to lift up to 50 pounds (with assistance as needed), bend and twist to

access hard-to-reach areas (including working on hands and knees) and climb ladders. The employee must be able to perform the duties of this safety-sensitive position without creating an undue risk of harm to the health and safety of self, other employees, or the public and will be subject to random drug and alcohol testing in accordance with 49 CFR Part 655. All employees must comply with all Agency policies, rules, and regulations.

### **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 with a starting wage of \$19.93.

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.**