

Full-Time Utility Custodian

Department: Maintenance

Reports To: Maintenance Manager

FSLA Status: Non-Exempt hourly employee



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

Position Summary

The Utility Custodian performs vehicle cleaning, fueling, basic servicing, facility and shelter cleaning, grounds upkeep, and minor maintenance for Valley Transit vehicles, facilities, passenger shelters, and related equipment. The position supports safe, clean, service-ready transit vehicles and public facilities and may move, position, tow, or assist with towing transit vehicles when trained, licensed, and authorized.

Duties and Responsibilities

- Fuel transit vehicles and equipment; accurately record fuel, mileage, odometer, repair-order, timekeeping, and other required maintenance or operational information.
- Check, replenish, and record approved lubricants, fluids, and other consumable materials as assigned.
- Check and adjust tire pressure as needed.
- Clean the interior and exterior of buses and other assigned vehicles, including washing, sweeping, mopping, cleaning glass and other surfaces, removing trash, and polishing designated stainless-steel components.
- Remove litter, food and beverage spills, debris, and biohazardous materials, including bodily fluids, using required personal protective equipment and established safety procedures.
- Empty trash receptacles in transit vehicles, passenger shelters, agency facilities, and other assigned locations.
- Perform janitorial duties in agency buildings and public facilities, including sweeping or vacuuming, mopping floors, cleaning restrooms, washing walls and windows, and maintaining clean, safe work areas.
- Clean tools, machinery, equipment, and assigned work areas.
- Clean bus passenger shelters and related transit amenities; remove graffiti and report damage, vandalism, maintenance needs, and safety hazards.
- Perform routine grounds maintenance, including mowing grass, trimming shrubs, collecting litter, operating authorized grounds-maintenance equipment, and maintaining landscaped areas.
- Apply authorized fertilizers, herbicides, pesticides, or other grounds-care products only as trained, directed, and in accordance with applicable safety requirements and agency procedures.
- Repair and maintain lawn irrigation systems and related grounds-maintenance equipment as assigned.
- Shovel snow, remove ice, and operate authorized snow-removal equipment to maintain safe access to Valley Transit facilities, transit stops, and other assigned areas.
- Perform minor maintenance and repairs to agency facilities and passenger amenities, including shelters, benches, restroom fixtures, light plumbing components, irrigation systems, and similar property, consistent with training and authorization.
- Safely move, position, tow, or assist with towing disabled vehicles and equipment to maintenance facilities when trained, licensed, and authorized.
- Follow all Valley Transit safety policies, operating procedures, the Public Transportation Agency Safety Plan, and applicable local, state, and federal requirements.
- Comply with assigned safety and health responsibilities as a Workgroup Member under the Public Transportation Agency Safety Plan.

- Wear and properly use required personal protective equipment, including equipment required for cleaning, chemical handling, biohazard response, vehicle movement, maintenance, and grounds work.
- Report unsafe conditions, vehicle defects, damaged facilities, equipment malfunctions, injuries, accidents, incidents, and maintenance concerns promptly to supervision.
- Work independently on routine assigned tasks and seek direction when priorities, safety concerns, unusual conditions, or work assignments require clarification.
- Interact professionally, respectfully, and helpfully with employees, riders, vendors, contractors, and members of the public in support of teamwork and quality public transit service.
- Perform other duties of a similar nature or level as assigned.

The statements above describe the general nature and level of work performed and are not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Valley Transit may revise or assign duties consistent with operational needs, applicable law, and the applicable collective-bargaining agreement.

Knowledge, and Skills, and Abilities

Knowledge

- Knowledge of or ability to learn safe practices for cleaning vehicles and facilities, handling bodily fluids and other biohazardous materials, using cleaning products and chemicals, operating equipment, and performing routine maintenance tasks.

Abilities

- Ability to understand and follow written and verbal work and safety instructions in English.
- Ability to accurately complete required written and electronic records, including fuel logs, mileage and odometer records, repair orders, time records, and other maintenance documentation.
- Ability to perform basic mathematical calculations related to fuel, mileage, inventory, timekeeping, and routine job documentation.
- Ability to use, or learn to use, basic computer programs, electronic recordkeeping systems, mobile devices, and other technology required for the position.
- Ability to safely use, or learn to safely use, common hand tools, cleaning equipment, power equipment, grounds-maintenance equipment, and basic facility-maintenance tools.

Qualifications

Licenses, Certifications, and Training

- Valid Washington or Oregon driver license.
- Must meet Valley Transit's driving-record standards.
- Must be able to obtain and maintain the Commercial Driver License required by Valley Transit for the position, including any required endorsements, within the time period established by Valley Transit.
- Must be able to become forklift certified.
- Must complete and maintain all required job-related training, including training in health and safety practices, bloodborne pathogens and bodily-fluid response, cleaning and grounds-care chemical safety, personal protective equipment, equipment operation, and other required agency, state, or federal training.
- Must be able to satisfactorily complete medical First Aid training, if required by Valley Transit.

Experience

Related experience in vehicle cleaning, janitorial services, facilities maintenance, grounds maintenance, commercial cleaning, light maintenance, automotive service, or use of common hand tools and cleaning equipment is preferred but not required.

Working Conditions

Work is performed both indoors and outdoors in a transit operations and maintenance environment. The Utility Custodian may work in all weather conditions, including heat, cold, rain, wind, snow, and icy conditions. The position may be exposed to dust, dirt, vehicle exhaust, fumes, noise, wet or slippery surfaces, cleaning agents, chemical sprays, grounds-care products, bodily fluids, moving vehicles, machinery, tools, and other conditions commonly associated with public transit vehicle cleaning, facilities maintenance, and grounds upkeep. The position may require work on different shifts between 5:00 a.m. and 10:00 p.m., Monday through Saturday, including split shifts, based on operational needs.

Essential Functions and Physical Requirements

A qualified individual must be able to perform the essential functions of this position, with or without reasonable accommodation.

- Regular and reliable attendance and the ability to report for and perform work during assigned shifts.
- Frequent standing, walking, bending, twisting, kneeling, crouching, reaching, climbing, and working in confined or hard-to-reach areas.
- Ability to work on hands and knees when necessary to clean or maintain vehicles, facilities, fixtures, shelters, and other equipment.
- Ability to lift, carry, push, pull, and move objects weighing up to 50 pounds. Heavier objects may be moved with assistance, mechanical aids, or other appropriate methods.
- Ability to safely climb ladders and work at varying heights as required for cleaning, maintenance, or repair activities.
- Ability to operate cleaning equipment, grounds-maintenance equipment, snow-removal equipment, hand tools, maintenance tools, vehicles, and other assigned equipment safely and effectively.
- Ability to safely enter, exit, and move about buses, maintenance areas, facilities, passenger shelters, grounds areas, and other work locations.
- Ability to wear and use required personal protective equipment.
- Ability to safely perform job duties in proximity to moving vehicles, equipment, cleaning and maintenance products, and other routine transit operations hazards.

Safety-Sensitive Position and Testing

This is a DOT/FTA-covered safety-sensitive position. The Utility Custodian may perform safety-sensitive functions, including the operation, movement, servicing, maintenance, or support of transit vehicles and related equipment. As a condition of employment and continued employment in this position, the employee is subject to Valley Transit's drug and alcohol testing program and applicable federal, state, and local requirements. Testing may include pre-employment, random, reasonable-suspicion, post-accident, return-to-duty, and follow-up testing, as applicable.

Wages, Union Representation, and Benefits

This position is represented by the Amalgamated Transit Union and is subject to the applicable collective-bargaining agreement, including the wage schedule, step placement, working conditions, seniority provisions, and other terms of employment.

Valley Transit provides employee-only premiums paid at no cost for medical, dental, vision, life, and long-term disability coverage 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 may also enroll in the Washington State Department of Retirement Systems Deferred Compensation Program.

Eligible employees may elect additional voluntary benefits, including Employee-Paid Long-Term Disability coverage, Employee-Paid Flexible Benefits through the 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. Vacation accrual begins at 8 hours per month and increases with continuous employment.

All employees are eligible to accrue Washington Paid Sick Leave at a rate of one hour for every 40 hours worked. In addition, full-time employees accrue Valley Transit Paid Sick Leave at a rate of 0.02115 hours for each eligible paid hour. Employees receive eight paid holidays each calendar year. Employees in designated operational roles may be required to work on certain holidays and will receive applicable holiday compensation in accordance with the ATU collective-bargaining agreement and Valley Transit policy.

Employees also receive four 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 job classification and applicable agency policy or collective-bargaining agreement.

Disclaimer

This job description is not an employment agreement or contract. It is intended to summarize the general nature and level of work performed by employees in this classification. Valley Transit retains the right to revise this job description, assign additional duties, or modify job requirements as operational needs require, subject to applicable law and the collective-bargaining agreement.