



REPORTS TO: MAINTENANCE & FACILITIES MANAGER
STATUS: FULL-TIME, FLSA NON-EXEMPT
OPEN UNTIL FILLED
TENTATIVE REVIEW: OCTOBER 22, 2021
SUBSEQUENT REVIEWS NOT GUARANTEED

◆ Integrity ◆ Trust ◆ Common Truth ◆ Respect ◆ Compassion ◆

POSITION OVERVIEW

This position consists of routine work to maintain the cleanliness and tidiness of facilities, office areas, grounds, bus shelters, transit vehicles and other areas as assigned. Individual must perform under limited supervision, using prescribed methods and frequencies, consistent with the requirements of the cleaning specifications per assigned area(s). This position will also provide back-up vehicle washing and cleaning responsibilities. Work will be performed in an indoor and outdoor setting, with exposure to various chemicals and weather conditions.

- Specific duties to be performed include but not limited to:
 - Interior: clean and sanitize restrooms, including toilets, urinals and sinks; clean and dust furniture in public and office areas; wash windows, mirrors, doors and walls; fill soap, paper towel toilet paper and other dispensers; clean and empty trash receptacles; sweep/mop/vacuum floors; remove trash, gum and/or other materials from public areas and furniture; and maintain and properly store applicable equipment, supplies and cleaning products.
 - Exterior: pick-up debris and trash on walkways, landscape areas, parking areas and bus shelters; clean/wash sidewalks, walkways and exterior seating areas; remove snow and apply de-ice solutions to icy area(s); maintain landscape beds; operate landscaping equipment and tools; empty outside trash receptacles; and wash windows and building exterior.
 - Bus Shelters: pick-up debris and trash in and around bus shelter; clean, sweep and wash seating area(s) and shelter; wash surrounding sidewalk/walkways and concrete flooring; safely operate a power-washer when needed and/or required; wash windows; remove snow and apply de-ice solutions to icy area(s); clean and empty trash receptacles; maintain landscape areas; and remove graffiti when needed and/or required.
 - Vehicles: Clean interior of vehicles, including: pick-up debris, lost items and trash; remove gum and stains from seats and surfaces; empty trash receptacles; sweep and mop floors, including tracks for securing mobility devices; wash mirrors and windows; vacuum upholstery; shampoo upholstery when needed and/or required; clean wheel well covers, handrails, fare boxes and all other surfaces; and clean and sanitize area(s) affected by bodily fluids according to strict guidelines. Pressure wash and dry exterior of vehicles, including wheel wells, engine compartments and underside of bus.
- Safely perform maintenance, repairs, housekeeping, cleaning and sanitizing functions using established practices and procedures.
- Use cleaning and maintenance equipment and agents in an appropriate and safe manner, including but not limited to: mops, brooms, vacuums, squeegees, brushes, small handheld tools, power washer, and outdoor water hoses and garden tools.
- Follow directions for all cleaning agents and/or chemicals – refer to and follow appropriate Safety Data Sheet (SDS) for specific instructions on safe handling, use, storage and disposal of said chemical(s). Report any exposure to management immediately.
- Clean and disinfect bio-spills at all related facilities and attend Blood Borne Pathogen training when required.
- Carry out minor building maintenance functions occasionally to ensure public safety and building functionality.
- Report any damage, maintenance requirements and/or other facility needs or repairs to appropriate team member and/or management member.

- Maintain accurate recordkeeping and adhere to structured schedule of works.
- Perform duties per a designated schedule and have flexibility for changing demands.
- Ensure effective and professional responsiveness and compliance with work requests.
- Work with, and assist team members in achieving GTA and departmental goals.
- Take responsibility for content and quality of work assigned, and continuously demonstrate commitment, empathy, fairness, and integrity.
- Advocate and actively participate in continuous improvement of the Agency; assist team members when needed; and support the Agency workforce at all times.
- Complete tasks and responsibilities in a thorough, accurate manner and meet key deadlines.
- Maintain punctuality, reliability and regular attendance to contribute to the efficient and effective delivery of transportation service(s) and associated duties.
- Establish, maintain and support effective and respectful working relationships; give and accept constructive feedback.
- Support a safety culture Agency-wide.
- Perform other duties as assigned, needed and/or required of a similar nature or level to make GTA an outstanding transit agency.

MINIMUM QUALIFICATIONS

- High School diploma and/or equivalent
- Experience with custodial and/or cleaning methods, chemicals and equipment preferred
- Knowledge of safe work practices, ladder safety and good housekeeping
- Relevant work history and/or stable, verifiable work history within applicable area
- Valid Washington State driver's license with acceptable driving record
- Must maintain an acceptable driving record level throughout employment, which will be monitored by periodic reviews of Motor Vehicle driving profile
- Excellent customer service and communication skills
- Must be willing and able to work varying hours and days of the week, including evenings, occasional weekends and holidays dependent on operational needs and have reliable

COMPENSATION, BENEFITS AND WORKING SCHEDULE

This position is full-time, generally Monday through Friday. Must have schedule flexibility and be available day and evening shift(s), including on an on-call basis. Occasional weekends and holidays dependent on operational and departmental needs. Starting Wage - \$17.88 per working hour (FLSA non-exempt).

Excellent benefits package including Medical/Dental/Vision/Life/AD&D/LTD (administered through PEBB), Public Employees' Retirement System (PERS) and Paid Time Off, including Paid Holidays.

HOW TO APPLY

Interested and qualified candidates must submit completed application, cover letter and resume via mail to:

Grant Transit Authority

Attn: Human Resources

PO Box 870

Moses Lake WA 98837

Or electronically via email to:

jobs@granttransit.com

CLOSING DATE

All qualified candidates are strongly encouraged to apply by: **October 22, 2021 at 3:00 pm.***

(Tentative Review, Open Until Filled)

*Application materials must be received by Grant Transit Authority by deadline to be included in review. Subsequent reviews are not guaranteed. Indirect submissions and/or incomplete application packets will not be accepted.

Grant Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Grant Transit Authority know if you need accommodations in order to participate in the application process.