

SPOKANE TRANSIT

POSITION DESCRIPTION

For

FACILITIES LABORER

NATURE OF WORK

This position performs cleaning and upkeep of facilities and grounds owned or operated by Spokane Transit. Position provides excellent customer service to internal and external customers.

SUPERVISION

Position is under the general supervision of the Facilities and Maintenance Manager and receives immediate direction from the Facilities and Grounds Foreman.

ESSENTIAL FUNCTIONS

Performs grounds keeping, staff support functions, janitorial and minor repair duties according to written or oral instruction and on an as needed basis.

Example of Duties

Perform building and grounds maintenance duties including the cleaning, upkeep and minor repair of all Spokane Transit buildings, grounds; facility parking lot, park and ride lots, bus stops and shelters. Assist facilities senior staff in repair and service of equipment and structures.

Clean and make minor repairs at bus shelters, bus stops, park and ride lots, and facility parking lots.

Perform grounds work, including lawn mowing, edging, weeding, trimming and fertilizing at all Spokane Transit facilities.

Arrange the physical settings of meeting rooms, offices and other Spokane Transit facilities for staff and the public's use.

Assist other Facilities and Grounds staff in fulfilling duties necessary to provide the efficient and safe function of all equipment and buildings belonging to Spokane Transit.

Cleans rest rooms and replenishes supplies; vacuums and dusts offices; empties trash receptacles; and sweeps, mops, shampoos, polishes floors, unblock toilets and urinals as needed.

Wash windows, woodwork and walls; cleans, dusts, polishes and moves furniture; and checks and replaces light bulbs as needed.

Operates forklift to empty trash dumpsters; and move pallets and other heavy items.

Removes snow and deices parking lots, bus routes, bus stops, sidewalks, stairways and walk paths using snowplow trucks, tractors, snow blowers, shovels, deice and sand spreaders.

Mixes cleaning solutions according to appropriate directions and safety regulations.

Strips and waxes floors, cleans carpets and upholstery as required

Operates tennant floor scrubbers, sweepers and other commercial riding cleaning equipment.

Must maintain regular attendance to assure efficient and effective maintenance of the facilities and grounds of Spokane Transit.

Performs other related duties as required.

Must maintain positive relations with customers, other employees, managers and the general public.

MINIMUM REQUIREMENTS

Training and Experience: Two years of work experience in janitorial, grounds keeping or related custodial work; or experience which clearly demonstrates the applicant's ability to assume the duties and responsibilities of the position.

License: Must possess a valid driver's license. Must have and maintain a clean driving record in order to obtain and maintain a Commercial Driver's License as directed by Spokane Transit.

Physical Capability: The physical activity of the position requires the ability to climb, stoop kneel, crouch, reach, walk, push, pull, lift, grasp and talk.

Must be able to perceive the nature of sounds with no more than a 40 db loss @ 500 Hz, 1000 Hz and 2000 Hz with or without correction. Ability to receive detailed information through oral communication and to make discriminations in sound.

Exert up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Visual acuity to determine depth and field of vision.

Repetitive motions of the wrists, hands and/or fingers.

SELECTION FACTORS

Knowledge of modern facility and grounds maintenance equipment and techniques.

Knowledge in the care and use of cleaning equipment, i.e., vacuum cleaners, floor polishing machines, power sweepers and power scrubbers.

Knowledge in the use of cleaning materials such as soaps, powders, wax strippers, polishes and waxes.

Ability to rapidly learn the activities and procedures related to the duties and responsibilities of the position and to establish and maintain good employee relations.

Ability to work rotating shifts.

Ability to drive vans, trucks and snow plows in a safe manner, and to learn the safe operation of a forklift.

Ability to withstand extreme environmental conditions, i.e., heat, cold, dust, diesel smoke and pollen.

Ability to read written instructions and write clearly.

Ability to operate a two-way radio.

Ability to maintain and safely operate various gas and electrical equipment such as, but not limited to, power mower, edger, sweeper, trimmer, shampoo machine, snow blower, and scrubber.

WAGE

As provided for Facilities Laborer in the labor agreement with ATU 1015.

AA/EEO

Spokane Transit is an affirmative action/equal employment opportunity employer.

Spokane Transit, when requested, necessary and reasonable to accommodate an incumbent's identified disability, will review the essential functions of the position of Facilities Laborer to determine an incumbent's ability to perform the required duties with reasonable accommodation. Reviews will be on a case by case basis.

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature