
Nature of Work

Performs routine cleaning on all vehicles owned and operated by Spokane Transit, assuring proper readiness. Provides excellent customer service to both internal and external customers.

Supervision Received

Position is under the general supervision of the Vehicle Maintenance Manager and receives immediate direction from the Lead Person or on-duty Foreperson.

Supervision Exercised

None.

Essential Functions

- Perform cleaning functions for all Spokane Transit vehicles including, but not limited to Fixed Route buses, Paratransit vans, Vanpool vans, and general service and support vehicles.
- Clean, wash and dust the interior of vehicles, including the ceilings, walls, floors, seats, wheel wells, railings, stanchions, mirrors, and all windows.
- Clean driver's compartment; remove gum, candy and other foreign materials from seats, walls, and floors; and remove light lenses and cleans inside of light housing and lenses.
- Vacuum the interiors of buses and vans.
- Operate upholstery cleaning machine.
- Inspect interior of vehicle for missing screws, bolts, nuts, torn upholstery, broken or cracked windows and unsafe areas, such as loose panels, uneven floor coverings, unsafe step pads, sharp areas needing attention and reports such findings to the Foreman on duty.
- Mix and use cleaning supplies according to appropriate directions and safety regulations.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials, including blood-borne pathogens.
- Keep assigned work area clean.
- Work independently for long periods of time, or with other employees as a positive team member.
- Communicate in a clear and understandable manner both orally and in writing.
- Possess and maintain a valid driver's license from the state of residence and maintain a driving record free of violations.
- Represent Spokane Transit in professional and positive light to the community.
- Provide excellent customer service to all customers both internally and externally.
- Display and practice STA's Core Values in the workplace.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.

Public Transit Agency Safety Plan

- Follow safety rules and safe practices described in the accident prevention program, follow safety standards and training you receive.
- Promptly report unsafe conditions or actions to your supervisor, or safety committee representative, or the Safety Officer using the Safety Hazard Report Form.
- Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely.

- Report all injuries to your supervisor promptly regardless of how serious.
- Report all near-miss incidents to your supervisor promptly.
- Always use personal protective equipment (PPE) in good working condition where it is required.
- Do not remove or disengage any safety device or safeguard provided for employee protection.
- Encourage co-workers by your words and example to use safe work practices on the job.
- Safeguard and look out for co-workers.
- Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety and or eliminate hazards.

This job description no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by their Supervisor and/or Spokane Transit.

Minimum Requirements

Training & Experience

Six months experience in janitorial, custodial, car wash, or related work; or experience which clearly demonstrates the applicant's ability to assume the duties and responsibilities of the position.

Physical Requirements

The physical activity of the position requires the ability to stoop, kneel, crawl, crouch, reach, walk, grasp, and twist. Cleaning functions require a great deal of physical activity. Exert up to 40 pounds of force occasionally, and/or up to 35 pounds of force frequently, and negligible amount of force constantly to move objects. Visual acuity to determine color, depth, and field of vision. Repetitive motions of the wrists, hands and/or fingers.

Working Environment

The work is conducted in the bus garage, where you may at times be exposed to dust, and paint and diesel fumes.

Selection Factors

- Knowledge of vehicle cleaning practices and procedures.
- Knowledge in the care and use of mops, brooms, scrub brushes and cleaning materials such as soaps, powders and concentrated spray/aerosol cleaners and other cleaning agents and supplies.
- Ability to operate the upholstery cleaning machine.
- Ability to rapidly learn the activities of the Maintenance Department.
- Knowledge of the hazards and safety precautions when working with chemicals and the ability to maintain safe work habits and an accident-free driving record.
- Ability to establish and maintain good employee relations.
- Ability to work rotating shifts as necessary.
- Ability to read and understand written instructions.
- Attitude of neatness, pride, conscientiousness, and care in work product.

Wage

Salary as provided for in the ATU 1015 collective bargaining agreement.



Position Description Cleaner

AA/EEO Notice

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation, or veteran status.

Acknowledgement

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

Employee Signature

Date