

**October 3, 2017**

**FACILITIES MAINTENANCE WORKER  
(SIX MONTH LIMITED DURATION)**

**SALARY RANGE:**  
**\$17.97 Hourly**

**CLOSING DATE:**  
**October 27, 2017**

**JOB SUMMARY:**

Cleans and performs minor maintenance and repair work on District facilities.

**ESSENTIAL JOB FUNCTIONS:**

Perform general cleaning and custodial duties such as: sweeping, mopping, vacuuming, disposing of wastepaper, cleaning restrooms, dusting, polishing, washing windows and woodwork, shampooing carpets, buffing and waxing floors.

Perform minor maintenance and repair functions on facilities/equipment (e.g. inspect and maintain light fixtures; change light bulbs, tubes; unclog lavatories).

Ensure supplies, such as paper products are maintained in adequate quantities and are available at all times.

Assist in installing, cleaning and maintaining bus stop signs and bus shelters.

Move materials and office furniture; prepare meeting rooms by setting up and taking down tables and chairs.

Sweep sidewalks and shovel snow from sidewalks.

Operate various types of equipment used in the cleaning and maintenance of District facilities such as: forklift, lot sweeper, pressure washer, and sandblaster.

Record work performed, time worked and materials used.

Follow all safety procedures for work areas and work assignments.

Communicate both orally and in writing, with other employees and the general public, at the level necessary to satisfactorily perform the duties of the position.

Interact with other employees and the general public using courtesy, tact, and good judgment.

Act as a positive representative of the District.

Work cooperatively with others, be respectful of co-workers, and promote teamwork.

Report to work on time and on a regular, predictable basis.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of building maintenance and cleaning practices, equipment and supplies.

Knowledge of safety hazards and precautions associated with custodial and routine maintenance work.

Ability to use small hand tools and other equipment used to clean and maintain facilities such as pressure washer and sandblaster.

Ability to perform job functions independently in a timely, safe and accurate manner.

Ability to safely operate forklift, lot sweeper, service trucks and automobiles.

Ability to perform the physical functions of the position. This position requires the ability to perform manual labor and to withstand working at custodial and maintenance tasks for extended periods of time. For detailed information regarding the physical requirements see attached Job Analysis.

**SPECIAL REQUIREMENTS:**

Valid Oregon Class C Driver's License and a driving record which demonstrates adherence to safety in the operation of motor vehicles and adherence to traffic laws and regulations. A person who has a driver's license issued by another state must obtain an Oregon Class C Driver's License within 30 days of being domiciled in Oregon or within three (3) weeks after date of hire, whichever comes first.

Must have no criminal conviction which may, in the sole judgement of the District, constitute a threat to property or the safety of others.

**REQUIRED EDUCATION AND EXPERIENCE:**

Any satisfactory combination of related experience and training which provides the above required knowledge, abilities, skills, and other special requirements listed above.

**WORKING CONDITIONS:**

Work is performed both inside and outside District buildings so there will be some exposure to inclement weather conditions.

Exposure to dust, fumes, cleaning agents, etc. typical of custodial/building maintenance work.

Subject to varying shift schedules, including call back in emergency situations.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

## **TO APPLY:**

Please submit an official application. You may obtain an application:

- ❖ On-Line: You may download application materials in Microsoft Word format (.doc) from Salem Area Mass Transit's District Employment page. Refer to specific current job opportunity of interest for application materials. Website: [www.cherriots.org](http://www.cherriots.org)
- ❖ In Person: You pick-up application materials from Human Resources Department located at 555 Court St NE Salem, Oregon 97301 .Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling our Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. Mail.

Mail or deliver to: Salem Area Mass Transit District  
Human Resources Department  
555 Court St NE, Suite 5230  
Salem, OR 97301  
OR

Or email to: [Recruitment@cherriots.org](mailto:Recruitment@cherriots.org)

Faxes or resumes in lieu of original official District application form not accepted. Applications may be submitted in person, by e-mail or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

### **AN EQUAL OPPORTUNITY EMPLOYER**

**NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.**