

March 10, 2017

**RECRUITMENT ANNOUNCEMENT
SERVICE WORKER**

**Starting Wage:
\$17.45 per hour**

**First Review:
March 31, 2017**

JOB SUMMARY:

The position reports to the Vehicle Maintenance Supervisor and is responsible for maintaining the cleanliness of District vehicles and facilities. This position is also responsible for maintaining the appearance of the District equipment, buildings, bus stop signs and bus shelters.

ESSENTIAL JOB FUNCTIONS:

Refuel and replenish bus fluids; clean the bus by sweeping interiors, emptying waste baskets, hand washing the front, the back and the wheels of the bus, and removing water spots from bus windows; drive the bus through the automatic bus wash; parks bus.

On a scheduled basis perform major bus cleaning functions by washing floors, windows, seats, walls, roof and other soiled areas.

Clean interior and exterior of District automobiles and trucks.

Perform routine facility, office, and grounds cleaning and maintenance functions including such tasks as preparing and cleaning up the bus wash and fuel island, cleaning shop and office areas, cleaning up and maintaining parking areas, cleaning drains and filters.

Assist facilities maintenance crew by cleaning and removing graffiti from bus shelters and bus stop signs; clean up broken glass.

Start buses in early morning, check working condition of interior and exterior lights, and check the air pressure build up.

Assist other maintenance personnel in exchanging buses when necessary.

Record work performed, time worked and parts used.

Assist in moving materials and equipment.

Follow all safety procedures for work area 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 cleaning procedures and materials for upholstery, vinyl, carpets, windows, etc.

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

Knowledge of hazards and safety precautions followed in heavy equipment shops.

Ability to rapidly gain through on-the-job training: knowledge of vehicle servicing equipment and tools; knowledge of greasing and lubricating equipment and procedures.

Ability to meet the Federal Motor Carrier Safety Regulations physical qualifications for commercial drivers and ability to perform the physical functions of the position. This position requires the ability to perform manual labor for extended periods of time. For detailed information regarding the physical requirements see attached Job Analysis and Federal Motor Carrier Safety Administration Physical Qualification of Drivers.

Must obtain a valid Oregon Class B Driver's Permit along with passenger and air brake endorsements prior to date of hire and obtain a valid Oregon Class B Commercial Driver's License within three (3) weeks after date of hire.

All licensing fees and passing required licensing and endorsement examinations are the total responsibility of the applicant.

A person who has a commercial driver's license issued by another state must obtain an Oregon Class B Commercial Driver's License within 30 days of being domiciled in Oregon or within three (3) weeks after date of hire, whichever comes first.

Ability to safely operate any assigned transit vehicle (30' – 40' buses, service trucks, or automobiles).

Ability to safely operate a forklift and any assigned servicing equipment.

SPECIAL REQUIREMENTS:

Must have a driving record which demonstrates adherence to safety in the operation of motor vehicles and adherence to traffic laws and regulations.

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

Must include the Safety Sensitive Form with your application.

REQUIRED EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

Working conditions typical to a maintenance shop environment with exposure to noise, dust, heat, oil, diesel fuel, solvents, etc.

Some exposure to inclement weather conditions.

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

Please submit official application by Friday, March 31, 2017

- ❖ 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
- ❖ In Person: You pick-up application materials from Human Resources Division 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 Division 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. Our mailing address is Salem Area Mass Transit District, Human Resource Division, 555 Court St NE Salem, Oregon 97301

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

OR

Or email to: 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.