

Nature of Work

Performs routine cleaning on all vehicles owned and operated by Spokane Transit, assuring proper readiness. May assist facilities team with cleaning as needed. Provides excellent customer service to both internal and external customers.

Supervision Received

Position is under the general supervision of the Maintenance Manager and receives immediate direction from the lead person or on-duty foreperson.

Essential Functions

- Perform cleaning functions for all Spokane Transit vehicles including, but not limited to Fixed Route buses, Paratransit vans, Vanpool vans, general service and support vehicles, and facilities.
- 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.
- Represent Spokane Transit in professional and positive light to the community.
- 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.
- Other duties as assigned.

Public Transit Agency Safety Plan

- Follow safety rules and safe practices described in accident prevention program, safety standards and training you receive.
- Promptly report unsafe conditions or actions to STA foreperson or lead person 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.

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- Report all injuries to the STA foreperson or lead person promptly regardless of how serious.
 - Report all near-miss incidents to the foreperson or lead person 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 protection.
 - Encourage others by your words and example to use safe work practices on the job.
 - Safeguard and look out for others.
 - Make suggestions to the foreperson or supervisor on duty, safety committee representative or management about changes you believe will improve safety and or eliminate hazards.

This job description in no way implies that the duties listed here are the only ones required to be performed. The incumbent is expected to perform other tasks, duties, and training as required.

Minimum Requirements

Training and 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 and 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 primarily conducted in the bus garage, where you may at times be exposed to dust, and paint and diesel fumes. Work may also be performed inside STA buildings, transit centers, and facilities.

Selection Factors

- Knowledge of 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.
- Adherence to Spokane Transit Core Values.