

 **JOB ANNOUNCEMENT**

 **Equal Opportunity Employer**

 **POSTED**

 **January 3, 2014**

 **JOB CODE: 14-03**

**(Nonexempt)**

**TITLE: JANITOR/HOSTLER (PART-TIME)**

 ***(This position is part of C-TRAN’s Supported Employment Program and is***

 ***limited to individuals with physical and/or mental disabilities that***

 ***are represented by a Supported Employment Service Provider.)***

**HOURLY**

**RANGE: $9.32 - $17.14/Hour**

**APPLICATION**

**LOCATION:** **Apply on-line at** **www.c-tran.com**

**APPLICATION**

**DEADLINE: Application must be received by January 10, 2014, at 5:00 p.m.**

**(This position is part of C-TRAN’s Supported Employment Program and is limited to individuals with physical and/or mental disabilities that are represented by a Supported Employment Service Provider. Must be available to work 10:30 p.m. to 5:00 a.m. shift and have transportation to and from work.)**

SUMMARY

Perform the cleaning of transit coaches and support vehicles, utilizing departmental equipment as authorized and available to accomplish the work.

SCOPE OF RESPONSIBILITY

The incumbent will perform regular and recurring work situations involving a low degree of complexity. Work is performed in accordance with specific and definite directions and instructions, policies and procedures, safety practices, and laws. Individuals assigned to this classification operate under a high level of supervision and direction provided by Lead Vehicle Service Worker/Janitor/Hostler Support Person, Vehicle Service Workers, and Fleet Maintenance Supervisors.

*Continued. . .*

ESSENTIAL FUNCTIONS

***The following summarizes the essential or key responsibilities/attributes of the position the incumbent will be required to perform with or without reasonable accommodation:***

Spot clean transit coaches daily to include brushing or wiping seats, sweeping the floor, cleaning dirty windows and mirrors, cleaning driver’s dash area, dumping garbage, wiping handrails, removing graffiti, and cleaning other dirty areas.

Major clean transit coaches daily to include mopping vehicle floors, washing all windows, and shampooing seats.

Other responsibilities may include cleaning staff cars, transit coach exteriors, and surrounding work areas.

OTHER FUNCTIONS

Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of assigned duties.

Ability to assure accuracy and safety in the maintenance of C-TRAN vehicles.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Ability to perform continuous physical effort including frequent bending, stooping, walking, standing, kneeling, twisting, manipulation, and/or carrying of shop equipment and materials.

Must be able to hear warning horns when vehicles are in motion.

Responsibilities of position may result in exposure to environmental influences (beyond normal office environment) such as poor ventilation and illumination, loud noises, adverse weather conditions, heavy congestion, and accidents or health hazards on the job which includes working with chemicals.

ADDITIONAL REQUIREMENTS

Regular, dependable attendance is required.

Must be able to comply with C-TRAN’s nonsmoking policy and function in a nonsmoking work environment.

*Continued. . .*

Must maintain a physical condition which, either with or without accommodation, allows completion of all essential duties.

If selected for the position, documentation that you are a United States citizen or an alien lawfully authorized to work in the United States will be required to establish your identity and work authorization in accordance with the employer’s obligation under the Immigration Reform and Control Act of 1986.

This position is covered under the provisions of an agreement with the International Association of Machinists and Aerospace Workers Union, Local 1432, District 24.

If selected for this position, employment will be conditional pending completion of a criminal background investigation.

-----------------------------------------------------------------------------------------------------------------------

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

*G:\A A\Job Descriptions\Job Announcements\2014 Job Announcements\Janitor-Hostler (Part-time) JA January 3, 2014.docx 1/3/14*