

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

SENIOR BUS WASHER

4102

GENERAL PURPOSE: This is a “hands-on” first line supervisory position that monitors the day-to-day coordination of building maintenance, equipment cleaning and minor maintenance of the City's public transit system. The transit system provides safe, efficient, and accessible transportation to the Pullman community.

SUPERVISION EXERCISED: Oversees and monitors the daily activities of bus washers and other employees as assigned. Coordinates with the Lead Driver/Dispatcher to organize building and equipment cleaning and minor maintenance. May answer phones for the Transit Lead Driver/Dispatcher in his/her absence.

SUPERVISION RECEIVED: Reports to the Transit Fixed-Route or Paratransit Coordinator who may assign additional tasks and responsibilities.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- < Responsible for assisting with the daily start-up and shutdown procedures of the transit system. Coordinates the daily assignments of vehicles. Ensures vehicles are available to meet service needs. Assures scheduled bus washers arrive on time, leave on time, and are fit for duty. Reports violations of safety rules or operational procedures to the FixedRoute or Paratransit Coordinators for further investigation and review.
- < Coordinates vehicle cleaning and fueling and reports any irregularities to the Lead Driver/Dispatcher.
- < Prepares reports of needed repairs or damage to vehicles, assists Lead Driver/Dispatchers in coordinating scheduled maintenance for buses and vans, assists in training new bus washers and drivers in the duties of the bus washer, and assists in assessing bus washer performance.
- < Works with the ERD mechanics to coordinate periodic servicing and maintenance on transit vehicles.
- < Responsible for tracking and reordering of supplies required for the cleaning and general maintenance of the transit vehicles and facilities.
- < Makes reasonable suspicion determination for drug and alcohol testing and may transport employee to collection site.
- < May at times answer the telephone and provide information to the public.
- < Performs a variety of tasks to assist in transit operations including writing general correspondence, tracking fixed assets, and reporting vehicle usage.
- < Cleans the exterior and interior of transit vehicles, office areas and various transit properties.
- < Moves, lines up buses, and performs trade outs when needed.
- < Attends work on a regular and dependable basis.
- < During the winter will clean snow and ice from bus stops, may use a snow blower to remove snow.
- < Checks for and reports damage and vandalism to transit properties.
- < Performs all other bus washer duties as required (refer to "Duties and Responsibilities" in the class specification for Bus washer).

OTHER JOB FUNCTIONS:

Perform other tasks as assigned.

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SELECTION FACTORS:

(Applicants will be asked to describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

- < Considerable knowledge of current policies and operational procedures of the transit division.
- < Knowledge of, and ability to apply, effective supervisory practices and techniques.
- < Ability to safely operate transit buses, vans, forklift and required hand and power tools.
- < Ability to effectively assign and coordinate work for all bus washers and assigned employees.
- < Ability to establish and maintain effective working relationships with supervisors, co-workers, suppliers and the public at large.
- < Ability to operate a two-way radio and remain calm in emergency situations.
- < Ability to acquire and maintain a valid CDL, Class B, with Passenger Endorsement, and NO Airbrake Restriction.
- < Ability to work varying hours and perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Three years of recent experience working with and cleaning transit equipment and facilities and a clean driving record. CDL, Class B, with Passenger Endorsement, and NO Airbrake Restriction. Demonstrated public relations skills. Excellent attendance record. One-year of supervisory experience. Any equivalent combination of formal education and/or training may substitute for supervisory and training experience.

TOOLS AND EQUIPMENT USED:

(For a detailed list of tools and equipment used, please refer to a current position description.)

Transportation van, bus, or car. Fuel pumps, wheelchair lifts, power washer and hand tools used in the cleaning and maintenance of transportation vehicles and facilities, phone, IBM-compatible computers and software, copy machine, and fax machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of the job, the employee primarily works in an indoor/outdoor environment. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The employee must occasionally lift and/or move up to 50 pounds.

The noise level is occasionally loud but generally moderate in the work area and can vary while in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt

Adopted: 7/06

Revised: