



TOWN OF JACKSON JOB DESCRIPTION

JOB TITLE: START Bus Custodian***

LAST UPDATED: October 21, 2016

PAY BAND: 1

FLSA STATUS: Non-Exempt

DEPARTMENT: Transit

SUPERVISOR: Transit Operations Manager

*** Note: This is a part-time and seasonal position.

Job Purpose: Provides professional cleaning services for Town of Jackson START Buses, related equipment, facility, bus stops and other areas as assigned.

Supervision: Works under daily and specific direction of Transit Operations Manager.

Supervision Exercised: Has no supervisory responsibilities.

Essential Duties and Responsibilities:

(This list does not include all duties and responsibilities that may be assigned to this position.)

Washes and cleans interiors and exteriors of START Buses.

Cleans all non-office areas of START facilities including bus storage area, wash bay, bus stops, etc. Specific responsibilities include operating the cleaning Zamboni, sweeping, mopping, waxing, and polishing floors, equipment, washing windows and walls, and moving and arranging equipment.

Responsible for removing snow and ice from building entrances and sidewalks.

Responsible for maintaining inventory of products used for specific cleaning efforts.

Provides exceptional internal and external customer service.

Performs Transit Department grounds, maintenance, construction, and repair operations as required.

Procures and maintains custodial supplies, tools, and equipment.

Desired Minimum Qualifications:

Education and Experience:

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- High school diploma or GED equivalent; and
- One (1) year experience in a custodial and/or maintenance capacity.

Job-Specific Knowledge, Skills, and Abilities:

- Knowledge of methods, materials, and equipment required for building maintenance.
- Skilled in operation and maintenance of equipment and tools listed below.

- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Ability to understand verbal information and instruction, exchange information with others verbally and in writing, and develop and present recommendations.
- Ability to make independent decisions and anticipate and resolve problems.
- Ability to work efficiently under time restraints and produce effective results.

Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:

Our Purpose (Why we exist as an organization)

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

Our Mission (What we do)

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

VALUES

CUSTOMER FOCUS & SERVICE. *We provide exceptional customer focus and service – to both internal and external customers.*

OPENNESS. *We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

INNOVATION. *We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

RESPECT. *We treat everyone, everything and everywhere with respect.*

PROFESSIONALISM. *We display high levels of professionalism in all interactions.*

POSITIVE WORKPLACE. *We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

STEWARDSHIP AND CONSERVATION. *We are the current caretakers of our resources.*

IT IS MY JOB. IT IS OUR JOB.

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.
- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

Equipment and Tools Used:

- Automobile, telephone, calculator, computer, photocopier, fax machine, typewriter, and other business and office equipment, cleaning equipment and tools, floor buffer, vacuum, mop, cleaning Zamboni, small hand tools, and a variety of cleaning products and chemicals.

Physical Requirements:**

The physical demands described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently stands, walks, sits, sees, hears, and speaks. Employee frequently uses hands to finger, handle, or feel objects, tools, or controls. Employee frequently lifts and/or carries up to 25 pounds and pushes and/or pulls up to 100 pounds.

Employee is exposed to moderate levels of climbing, balancing, stooping, kneeling, bending, crouching, crawling, and/or twisting. Employee is exposed to moderate levels of reaching and working with hands above shoulder height and reaching and working with arms extended at shoulder height.

Specific vision requirements for this position include frequent use of near, far, and peripheral vision and the ability to adjust focus. Employee is frequently exposed to low light and bright light conditions. Hand-eye coordination is necessary to operate equipment and machinery.

Specific auditory (hearing) requirements include the ability to participate in routine conversation, distinguish between various audible signals and tones, and communicate via two-way radio.

Mental Requirements:**

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently plans own work activities, works alone, works as a member of a team, works without supervision, and works on several tasks at the same time.

Employee is exposed to moderate levels of reading, comprehending, and executing simple verbal and written instructions and reading work orders, job tickets, graphs, logs, and schedules.

Employee occasionally estimates size, form, quality, and/or quantity of objects, inspects and observes for obvious product or equipment defects and those defects not easily identifiable, counts and makes simple arithmetic additions and subtractions, computes and calculates amounts of additives, test results, etc., uses measuring devices (tapes, gauges, rules, etc.), operates industrial equipment, uses non-power and power hand tools, assembles or disassembles objects, determines nature and location of malfunctions, performs repair and

maintenance of equipment, and makes adjustments to obtain desired operating conditions (turning valves and switches, setting controls, adjusting pumps, etc.).

Working Conditions:**

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

Employee is frequently exposed to fumes, odors, mists, dusts, gases, and dirt.

Employee performs moderate levels of work inside and moderate levels of work outside. Employee is exposed to moderate levels of intermittent noise and noise generated in a normal office environment.

Employee is occasionally exposed to unavoidable mechanical and electrical hazards, and unavoidable hazards associated with burns, moving objects, work performed at heights, and cramped quarters. Employee is occasionally exposed to blood borne pathogens, body fluids and tissue, and possible diseases of known and unknown origin. Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

<p>**The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:</p> <ul style="list-style-type: none">▪ Frequent: occurs 60-100% of the time▪ Moderate: occurs 21-59% of the time▪ Occasional: occurs 1-20% of the time
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Job Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

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.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: _____ Date: _____

Approval: _____ Approval: _____

Supervisor

Personnel Director

Effective Date: _____ Revision History: _____