



EMPLOYMENT OPPORTUNITY

Vehicle Servicer

www.skagittransit.org/careers

First consideration to applications received before March 11th, 2021

Position Summary:

Performs routine cleaning and servicing on all vehicles in fleet. Assists in coordinating and works with assigned personnel and County inmates in the work release program to perform a variety of duties related to cleaning, fueling and servicing Skagit Transit fleet.

Duties and Responsibilities

Responsibilities include but not limited to:

- Ensure that the daily line-up of coaches are serviced and ready for service according to transit schedules; communicate with maintenance and operations personnel regarding availability of equipment
- Assist in transporting inmate workers to and from County facilities and provide training and work direction to crews for proper cleaning and servicing of transit vehicles
- Assist in overseeing inmate crew assignments to maintain current knowledge of their activities and whereabouts; report unacceptable performance to authorities according to established procedures
- Coordinate and participate in general vehicle servicing duties including checking fluids including oil, water, windshield cleanser, gasoline, diesel and propane fuel; add fluids as needed to ensure optimum vehicle performance; replace tail lamps, headlights and turn signal lamps as needed

Qualifications

Any equivalent combination of education and experience that provide the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:

- At least 2 years of experience servicing gasoline, propane and diesel-powered vehicles with lead person duties
- Possess a valid Washington State Drivers License with excellent driving record at time of hire, and be able to obtain a valid Class B Washington State Commercial Driver's License (with air brake restriction removed) within 90 days of hire. **(Skagit Transit will provide CDL training).**

Demonstrate a good driving record, documented by a 5 year driving record obtained from state of licensure. Criteria includes:

- no moving violations within the last 2 years
- no more than 2 within last 5 years
- no more than 2 accidents (at fault or not at fault) within the last 5 years
- no DUI's, or revocation of license within the last 10 years

Salary and Benefits

- Starting wage: \$18.40/hour
- Medical insurance with premium share; dental, vision, and life insurance all paid by employer
- 401(a) qualified and 457 deferred compensation plans, 125 Flexible Spending Plan
- Paid Holidays

Work Schedule

- Thursday – Sunday 3:00 p.m. to 1:00 a.m.

To Apply

Apply at www.skagittransit.org/careers

Submit your application packet to hr@skagittransit.org or 600 County Shop Lane, Burlington, WA 98233.

If selected for an interview you must submit a five-year driving abstract from all states in which you have been licensed to drive in the last five years.

Skagit Transit is an Equal Opportunity and Drug Free Employer



Position Description

VEHICLE SERVICER

REPORTS TO:	Vehicle Servicer Supervisor
SUPERVISES:	Directs work of County inmate crews
FLSA STATUS:	Non-exempt
TESTING STATUS:	Safety-sensitive; subject to DOT and FTA drug and alcohol testing regulations
PAY LEVEL:	Level 15

JOB SUMMARY:

Performs routine cleaning and servicing on all vehicles in fleet. Assists in coordinating and works with assigned personnel and County inmates in the work release program to perform a variety of duties related to cleaning, fueling and servicing Skagit Transit fleet.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure that the daily line-up of coaches are serviced and ready for service according to transit schedules; communicate with maintenance and operations personnel regarding availability of equipment
- Work with the Vehicle Servicer Supervisor to ensure adequate inmates for manpower are available; assist the SCPC by ensuring the pool has been screened and stay in compliance with the inmate worker agreement
- Assist in transporting inmate workers to and from County facilities and provide training and work direction to crews for proper cleaning and servicing of transit vehicles
- Assist in overseeing inmate crew assignments to maintain current knowledge of their activities and whereabouts; report unacceptable performance to authorities according to established procedures
- Coordinate and participate in general vehicle servicing duties including checking fluids including oil, water, windshield cleanser, gasoline, diesel and propane fuel; add fluids as needed to ensure optimum vehicle performance; replace tail lamps, headlights and turn signal lamps as needed
- Decontaminate vehicles following bio-hazard events while maintaining personal safety by following set procedures
- Assist in inspecting transit vehicles to determine readiness for service; report damaged or defective equipment to Agency maintenance and repair personnel
- Maintain regular and reliable attendance
- Ensure the proper handling, labeling, storage and disposal of toxic cleansers and other potentially hazardous materials; maintain toxics-related records and prepare reports as required by State and federal regulations
- Drive transit vehicles to various locations for equipment change-outs and to deliver parts as needed
- Prepare and maintain routine records related to fuel, fluids and vehicle cleaning, ensuring daily service log, oil and antifreeze consumption log, and other associated records are accurately maintained and routed to their proper destinations
- Operates a variety of hand and power tools used in servicing Skagit Transit fleet

- Assist in snow removal and installing chains as needed
- Perform other related duties as assigned.

QUALIFICATIONS:

Any equivalent combination of education and experience that provide the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:

- At least 2 years of experience servicing gasoline, propane and diesel-powered vehicles with lead person duties
- Valid Washington State Commercial Driver's License (CDL)
- Maintain acceptable driving record

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Health and safety regulations related to servicing heavy-duty vehicles, including proper methods of handling, storage and disposal of hazardous and toxic materials
- Methods, materials, tools and equipment used in servicing diesel, propane and gasoline powered transit vehicles
- Maintenance of supplies, materials and equipment used in vehicle servicing

Ability to:

- Communicate effectively and professionally, both orally and in writing, with employees at all levels of the organization, customers, vendors and contractors
- Relate effectively to individuals of various cultural, ethnic and social-economic backgrounds as well as individuals with special needs
- Demonstrate strong internal and external customer service skills in order to meet the Agency's expectations
- Ensure transit vehicles are cleaned, fueled, serviced and ready for daily service in accordance with established transit schedules
- Perform a variety of preventive maintenance and servicing duties in order to optimize the performance of Agency vehicles
- Schedule, assign and review the work of inmate crews and Agency personnel responsible for vehicle servicing
- Assist in inspecting vehicles and report equipment failures and defects to appropriate personnel
- Safely fuel propane vehicles
- Operate automated vehicle scrubbing system
- Report to work on time; available to work days, nights, weekends, holidays, and on-call as needed
- Understand and carry out oral and written instructions, and to perform necessary tasks without supervision
- Train and provide work direction to others
- Maintain records related to work performed
- Ensure compliance with established health and safety regulations and procedures
- Operate a wide variety of hand and power tools and equipment used in vehicle servicing
- Communicate effectively and work cooperatively, as a team member, with other employees as well as outside vendors, while using tact, discretion, and courtesy

- Operate transit vehicles and drive to various locations within the transit district
- Perform physical work for extended periods of time
- Maintain confidentiality of sensitive data and information
- Operate a computer using word processing, spreadsheet, database, e-mail, calendar and industry specific software
- Operate various types of office equipment such as telephone system, copier, fax and scanner
- Use courteous and professional telephone and e-mail etiquette

PHYSICAL REQUIREMENTS:

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

Essential functions require incumbents to see to maintain and repair vehicles and drive a commercial vehicle; climb in and out of large vehicles; work in cramped spaces and unusual positions while maintaining and repairing vehicles; move up and down stairs; lift and transport objects weighing up to 75 pounds; assist in maneuvering equipment and parts over 75 pounds and lift 25 pounds overhead; operate vehicle servicing tools and operate equipment in Skagit Transit Fleet. Requires the ability to sit in a transit vehicle; use legs to apply pressure for braking of transit vehicle; use arms, wrists and hands to turn steering wheel of transit vehicle and to adjust all vehicle mirrors to gain necessary line of vision to maneuver vehicle safely; maintain full and complete use of all limbs to operate vehicle and equipment controls; maintain distance vision acuity of at least 20/40 (Snellen).

WORKING CONDITIONS:

Work is performed in transit yard environment, subject to noise from equipment operation, vehicle fumes, various weather conditions, and exposure to toxic and/or hazardous materials used in cleaning and servicing transit vehicles. Incumbents are assigned to evening, night or varying shifts in order to prepare transit vehicles for service.

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 listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Approved:

Department Manager	04/2018
Manager of Human Resources	04/2018
Executive Director	04/2018

APPLICATION FOR EMPLOYMENT



SKAGIT TRANSIT

600 County Shop Lane | Burlington, WA 98233

POSITION APPLIED FOR:

Directions: Print or type all requested information. Do not submit a resume in lieu of completing any portion of this application. An incomplete application may delay action or disqualify you.

If you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact Human Resources at 360-757-5178.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(Zip)
Phone (Home)	Phone (Work)	Phone (Cell)
Email Address	Applying for:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary

1. Are you a U.S. citizen or are you eligible for lawful employment in the U.S.?	Yes	No
2. Do you possess a valid Washington State Drivers License?	Yes	No

TYPE OF SCHOOL	NAME & LOCATION	MAJOR SUBJECT	MARK # YEARS COMPLETED					GRADUATE Yes or No	
			9	10	11	12	GED	Yes	No
HIGH SCHOOL								Yes	No
COLLEGE			1	2	3	4	Yes	No	
COLLEGE			1	2	3	4	Yes	No	
GRAD SCHOOL			1	2	3	4	Yes	No	

Military Background:	Branch of Service:	Date In:	Date Out:
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OTHER RELEVANT COURSES AND TRAINING	NAME & LOCATION OF INSTITUTION	DATES ATTENDED
		Date In: _____ Date Out: _____
		Date In: _____ Date Out: _____
TRADE, OTHER MILITARY		Date In: _____ Date Out: _____

PRO. LICENSES OR CERTIFICATES	SERIAL NO.	DATE ISSUED	EXPIRATION

WORK HISTORY -----

Beginning with your **present or most recent employment, list your work/experience history for the past 10 years, accounting for gaps in employment** Use additional paper if necessary.

Paid Volunteer May we contact this Employer? Yes No Notify Me First

From (Mo & Yr)	Title or Position You Held	Company Name	Phone				
To (Mo & Yr)	Company Address	City	State	Zip			
Total Yrs/Mos.	Primary Duties						
Hours Worked Each Week							
Number of Employees You Supervised:							
Name and Title of Immediate Supervisor:							
Reason for Leaving or Considering Change:							

Paid Volunteer May we contact this Employer? Yes No Notify Me First

From (Mo & Yr)	Title or Position You Held	Company Name	Phone				
To (Mo & Yr)	Company Address	City	State	Zip			
Total Yrs/Mos.	Primary Duties						
Hours Worked Each Week							
Number of Employees You Supervised:							
Name and Title of Immediate Supervisor:							
Reason for Leaving or Considering Change:							

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From (Mo & Yr)	Title or Position You Held	Company Name	Phone				
To (Mo & Yr)	Company Address	City	State	Zip			
Total Yrs/Mos.	Primary Duties						
Hours Worked Each Week							
Number of Employees You Supervised:							
Name and Title of Immediate Supervisor:							
Reason for Leaving or Considering Change:							

I certify under penalty of the laws of the State of Washington that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that should investigation disclose false or misleading information given in my application or interview(s), it may result in disqualification from employment or discharge. I understand that all employees of Skagit Transit are considered at-will employees and may be terminated from Skagit Transit employment at any time with or without notice.

SIGNATURE OF APPLICANT _____ **DATE** _____

Voluntary Affirmative Action Form



The information requested below will be used for the statistical purposes only, as required by the Equal Opportunity laws and regulations. The information requested is **voluntary and confidential**.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name _____

Position Applied For _____

<p>Ethnicity</p> <p><input type="checkbox"/> HISPANIC or LATINO</p> <p><input type="checkbox"/> WHITE</p> <p><input type="checkbox"/> BLACK or AFRICAN AMERICAN</p> <p><input type="checkbox"/> ASIAN AMERICAN</p> <p><input type="checkbox"/> NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER</p> <p><input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE</p> <p><input type="checkbox"/> MULTIRACIAL</p> <p><input type="checkbox"/> I DO NOT WISH TO SELF-IDENTIFY</p>

- Sex Female Male
- Are you disabled? Yes No
- Are you a veteran? Yes No
- Are you a disabled veteran? Yes No

How did you learn about this position? Please identify source:

- Newspaper (**specify**) _____
- Internet website (**specify**) _____
- Referral/Friend/Relative (**specify**) _____
- Worksource Website or Office (**specify**) _____
- Radio Advertisement (**specify**) _____
- Walk-in _____
- Other (**specify**) _____