



CITY OF HARRISONBURG
invites applications for the position of:
Wash Bay Attendant

An Equal Opportunity Employer

SALARY:

| <u>Hourly</u> | <u>Biweekly</u> | <u>Monthly</u> | <u>Annually</u> |
|-------------------|-----------------------|-------------------------|---------------------------|
| \$11.67 - \$13.42 | \$933.60 - \$1,073.60 | \$2,022.80 - \$2,326.13 | \$24,273.60 - \$27,913.60 |

OPENING DATE: 10/04/17

CLOSING DATE: Continuous

DESCRIPTION:

Public Transportation Department. Full-time position with benefits. Preferred starting salary range: \$24,273 - \$27,913. Performs daily wash bay operations and activities, works independently, and supervises and schedules part time wash bay employees, as needed. Assists with setting standard procedures for vehicle cleaning and washing, ensures procedures are followed, and schedules cleaning and maintenance of all vehicles on a daily basis, according to route schedules, school schedules, field trips, and scheduled maintenance activities. Maintains the cleanliness of the service wash bay, maintains equipment used in the wash bay, monitors the operations of the automated drive through wash bay, and inspects the automated drive through wash bay for safe operation and malfunctions. Assists garage personnel in the movement of buses, shuttles buses in the various shop bays as available, occasionally involving short trips locally to prevent freezing or other inclement weather-related problems, and provides backup delivery of transit buses for the central garage in the event of emergency breakdowns. Performs the daily cleaning of the interior and exterior of designated vehicles, including sweeping, mopping, dusting, washing, windows, vacuuming, and other duties as assigned. Gathers and disposes of refuse, litter, and trash, loads and unloads cleaning and polishing equipment and materials, and prepares quantities of cleaning and polishing materials appropriate for use from bulk containers. Monitors all inventories related to wash bay operations and maintains adequate cleaning supplies in the wash bay. Assists with snow and ice removal, performs all related tasks as required, and works week days and weekends, as needed, to maintain a 40 hour work week, even during inclement weather.

General knowledge of cleaning practices, supplies, and equipment, ability to use them economically and efficiently, and general knowledge of modern storeroom and inventory practices, required. Ability to understand oral and written directions; ability to read and write; ability to perform manual work; ability to work independently; ability to maintain computer records; **ability to work a schedule which requires availability for week days and weekends;** ability to establish and maintain effective working relationships with associates and the general public. May be required to work during inclement weather.

Physical Requirements: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, noise, vibration, and atmospheric conditions.

MINIMUM QUALIFICATIONS:

Minimum Requirements: High school diploma or GED and some experience in the use of computers, cleaning of vehicles, or the issue, inventory and acquisitions of parts and supplies, or equivalent combination of education and experience. Valid driver's license in the Commonwealth of Virginia, required. Possession of or ability to acquire an appropriate commercial driver's license (CDL) learners with passenger and school bus endorsements valid in the Commonwealth of Virginia, required within 30 days of hire date. CDL license required within 3 months of hire date.

Successful applicants for this position will be subject to the Department of Transportation (DOT) physical examination as prescribed by the Federal Department of Transportation of US.

Applicant also subject to alcohol or controlled substances testing as required by the Department of Transportation, a DMV Motor Vehicle record check and criminal background check.

SUPPLEMENTAL INFORMATION:

Application closing date: Applications will be accepted until a suitable pool of candidates is received. This position may close at any time after 10 calendar days. (posted 10/04/2017)

The City provides an excellent benefits package including health insurance, retirement, life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.harrisonburgva.gov/employment>

Job #5612 - (Oct 2017)
WASH BAY ATTENDANT
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

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Wash Bay Attendant Supplemental Questionnaire

- * 1. What is your highest level of education?
 - Less than 8th Grade
 - Completed 8th Grade
 - Completed 9th Grade
 - Completed 10th Grade
 - Completed 11th Grade
 - High School Graduate
 - GED
 - Attend College
 - College Graduate
 - Attended Graduate School
 - Master's Degree
 - Graduate study beyond Master's
 - Ph.D. or professional degree
- * 2. Which of the following drivers license do you possess?
 - No Valid Drivers License
 - Valid Drivers License
 - Valid Commercial Drivers Learner's License
 - Valid Commercial Drivers License (Class A or B)
- * 3. Please describe your availability to work weekends?
- * 4. Please describe your experience using computers?
- * Required Question