

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

An Equal Opportunity Employer

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**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$12.88 - \$14.81	\$1,030.40 - \$1,184.80	\$2,232.53 - \$2,567.07	\$26,790.40 - \$30,804.80

**OPENING DATE:** 11/29/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**Do you want a career with the City that helps project a friendly image to our citizens and visitors while also ensuring a clean and safe vehicle to get them to their destination? If so, consider applying for the Wash Bay Attendant position with the City of Harrisonburg Department of Public Transportation.**

The Wash Bay Attendant is a full-time, benefits-eligible position with a preferred hiring range of \$12.88 - \$14.81 per hour (equivalent to \$26,790 - \$30,804 annually). The ideal candidate for this position will perform daily wash bay operations and activities, work independently, and supervise and schedule part-time wash bay employees, as needed. The candidate selected for this position will be available to work weekdays and weekends, as needed, to maintain a 40 hour work week, even during inclement weather.

The Wash Bay Attendant:

- Is considered an essential personnel position, which includes:
  - Working different shifts, as assigned, including but not limited to early morning, late morning, and weekends; and
  - Performing duties in a broad range of environments and temperatures;
- Requires regular, reliable attendance;
- Performs the daily cleaning of the interior and exterior of designated vehicles, including sanitizing, sweeping, mopping, dusting, washing, windows, vacuuming, and other duties as assigned;
- Performs preventative COVID-19 sanitation procedures, following all CDC guidelines as it pertains to sanitation onsite or offsite;
- Follows scheduled cleaning and maintenance of all vehicles on a daily basis, according to route schedules, school schedules, field trips, and scheduled maintenance activities;
- Operates a variety of hand tools and cleaning equipment as it pertains to the cleaning and sanitation operations;
- Assists with setting standard procedures for vehicle cleaning and washing while also ensuring the procedures are followed;

- Maintains the cleanliness and safety of the service wash bay and 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 vehicles and equipment in the various shop bays as available, occasionally involving short trips locally to prevent freezing or other inclement weather-related problems;
- Provides backup delivery of vehicles for the Central Garage in the event of emergency breakdowns;
- Gathers and disposes of refuse, litter, and trash;
- Loads and unloads cleaning and polishing equipment and materials;
- 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 related tasks as required.

**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 an equivalent combination of education and experience.
- Valid driver's license in the Commonwealth of Virginia, required. Possession of or the ability to acquire a commercial driver's license (CDL) learner's permit with passenger and school bus endorsements valid in the Commonwealth of Virginia is required within 30 days of hire date. CDL is required within 6 months of hire date.
- Availability and willingness to work weekdays and weekends, as needed, to maintain a 40 hour work week, even during inclement weather.
- [Click here to view the physical requirements of this position.](#)

The ideal candidate for this position will have:

- General knowledge of:
  - Cleaning practices, supplies, and equipment along with the ability to use them economically and efficiently;
  - Modern storeroom and inventory practices.
- Ability to:
  - Understand oral and written directions;
  - Read and write;
  - Perform manual work;
  - Work independently;
  - Maintain computer records;
  - Establish and maintain effective working relationships with associates and the general public.

Successful applicants for this position will be subject to the following:

- Department of Transportation (DOT) Federal Transit Administration (FTA) physical examination;
- FTA pre-employment controlled substances screening;
- DMV records check; and
- Criminal background check.

This position is subject to FTA alcohol and controlled substances testing regulations.

**To Apply:** In order to be considered, all candidates must submit a complete a City of Harrisonburg online employment application, to include previous work experience and education history. **The first review of applications is expected to begin by December 8, 2021.** This position may close at any time after 10 calendar days. (posted 11/29/2021)

***The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), 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.***

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

Job #5612 - (Nov 2021)  
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](mailto:employment@harrisonburgva.gov)

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