

Bus/Motor Pool Washer



Reports To: Director of Transportation
Salary Schedule: A
FLSA Status: Hourly

Bargaining Unit: Bus Drivers PSE
EEO Classification: 7
Date Created: October 2016

Summary:

Under the general supervision of the Director of Transportation wash and clean school buses and motor pool vehicles for the Department of Transportation.

Essential Duties and Responsibilities:

- Clean and wash buses including scrubbing exteriors, mopping bus floors, clean interiors (walls, seats and windows), including walls, ceilings, handrails and step wells using appropriate equipment and chemicals.
- Sweep and remove trash, scrape gum, candy and any other foreign materials from vehicle interiors.
- Vacuum and shampoo seats and carpets of motor pool vehicles as needed.
- Report damage, broken items, upholstery defects and any safety concerns with equipment.
- Use appropriate protocols for sanitizing vehicles interiors for blood borne pathogens exposure.
- Operate school buses and motor pool vehicles in a safe manner.
- Assists in cleaning, organizing, and maintaining department areas as needed.
- Assist the transportation department by transporting students to and from school and school-related activities in a safe manner, as needed.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Education and Experience:

- Must have a high school diploma or equivalent.
- Must have a valid Washington State driver's license, with proper endorsements or the ability to obtain (CDL/Class B, Air Brake and PIS endorsements).
- Must have a good driving record.
- Must have or have the ability to pass current DOT physical and First Aid requirements.
- Must be very customer service oriented.
- Must pass a pre-employment and random drug & alcohol testing, per DOT guidelines.
- Must attend and complete annual In-service bus driver training.
- Attendance and punctuality are important functions of this position.

Physical Demands & Environmental:

The environmental and physical factors described here are representative of those that may be present in the work place while the employee performs 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 this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must frequently lift and/or move up to 25 pounds, and regularly lift and/or move 50 pounds and occasional lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to vibration. The employee is regularly exposed to fumes, odors or airborne particles; toxic or caustic chemicals. The employee is often exposed to wet and/or humid conditions; moving mechanical parts; and outside weather conditions year round. The noise level in work environment is usually moderate and occasionally loud.

This position may require working with a diverse group of individuals. This position will require working with students of all ages as well as parents, staff and volunteers. Employees in this position may encounter stressful situations where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.