



**POSITION: BUS SERVICER (PS101350)**

Position is represented by International Brotherhood of Teamsters, Local Union No. 665

Location: Bus Transit, San Rafael

Must be available to work day or evening hours and at all locations – San Francisco, San Rafael, Novato, and Santa Rosa

**SALARY RANGE: Day Shift: \$29.03 per hour + Benefits**

**Swing Shift: \$29.03 per hour (+ 10% differential) + Benefits**

40.00 hour work week

Employee pays up to 7% of salary/wage toward CalPERS retirement plan

**OPENINGS: Two (2)**

**OPEN TO: All Qualified Candidates**

**POSITION SUMMARY:**

Under general supervision, cleans, maintains and services District buses, support vehicles, facilities and other related equipment as directed.

**ESSENTIAL RESPONSIBILITIES:**

- Receives vehicles and reviews defects reported by operators.
- Fuels vehicles and checks coolant, engine and transmission oil levels.
- Checks vehicle engine compartment, exterior and passenger areas, and reports equipment damage and/or deficiencies.
- Empties fare boxes and records fare box numbers.
- Moves vehicles to overnight parking area and performs engine shut off procedures.
- Washes exterior and thoroughly cleans interior of vehicles and records services completed.
- Maintains security and general housekeeping of workshop area, parking areas and terminal grounds, including bus equipment.
- Performs general and heavy-duty janitorial work in maintenance shops, office areas, and passenger terminals.
- Cleans oil sumps and separators.
- Operates and services a variety industrial equipment including fueling terminals, pressure washers, steam cleaners, laundry machines, filter crushers, and forklifts.

**ESSENTIAL RESPONSIBILITIES (Continued):**

- Adheres to the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Common industrial safety protocols including safe use and storage of workplace chemicals and proper use of personal protective equipment (PPE).
- District Policies and Labor Agreement (MOU) Provisions.
- Occupational health and safety rules and working practices applicable to this position.

**Skills or Ability to:**

- Work alone and accomplish required duties with minimal supervision.
- Communicate information regarding vehicle/equipment status and condition clearly and effectively.
- Maneuver vehicles up to 60 feet in length safely and efficiently through fueling, washing and parking facilities.
- Establish and maintain cooperative and productive working relationships.
- Perform computerized data entry and basic business office technology functions such as use of email, data entry, work order processing and materials requisition.

**MINIMUM QUALIFICATIONS:**

**Experience:** 1) Minimum of Six months of full-time position related experience in service work: service station, janitorial, heavy duty cleaning or other full-time position related service work. 2) Experience in fueling and/or servicing medium or heavy vehicles or equipment is desirable.

**Required License:** Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations within the last 3 years. No DUI's or Reckless Driving violations within the last 7 years.

**Physical Requirement:** Ability to work outside in all weather conditions. Occasionally lift up to 100 lbs. maximum with assistance; frequently lift, carry and manipulate up to 50 pounds. Ability to work standing, climbing and bending for entire shift. Works around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment.

## **APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW  
MAY RESULT IN REJECTION OF YOUR APPLICATION**

**TO APPLY:** [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

**Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.**

**The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org).**

*All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.*

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

1. GGBHT Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. DMV H6 Printout - 10 year driving record (scan and attach as PDF to the online application)
  - This document can only be requested by the applicant from any DMV Office. Any website generated report submitted by the applicant will not be accepted.
  - For *external applicants*: The applicant's submitted DMV **H6 Printout should be dated within 30 days from the date of the job posting.**
  - For *internal applicants* who are part of the Pull Notice Program, the Human Resources Department will submit a request for the applicant's DMV report. Internal applicants who are not part of the District's pull notice program must submit a DMV H6 printout from any DMV Office.

**SELECTION PROCEDURES will include:**

- Skills Assessment Examination
- Panel Interview
- Department Interview for final candidates
- Medical Examination, post offer of “conditional employment” (this includes a drug test, standard occupational therapy physical and a functional performance physical)\*
- Background, Employment and Security Investigation

*\* This position is classified as U.S. Department of Transportation – Federal Transit Administration “Safety Sensitive.” Under DOT FTA regulations, employees in “Safety Sensitive” positions are subject to pre-employment, reasonable suspicion, post-accident, random and return-to-duty drug and/or alcohol testing.*

*\*\* The District will only invite those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process.*

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4535 (Human Resources).

Revised 02/15/2019

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**HR Administration  
Human Resources Department  
1011 Andersen Drive  
San Rafael, CA 94901-5318**