



## **BUILDING MAINTENANCE WORKER**

**Hourly Salary Range - \$17.19-\$21.88**

**Excellent Benefits & CalPERS Pension Plan**

**A current Department of Motor Vehicle (DMV) print-out H-6 must be submitted for consideration**

**First Review of applications will begin Friday, October 5, 2018**

**Open Until Filled**

### **JOB SUMMARY**

Under general supervision, this position cleans, maintains, and repairs GCTD buildings, grounds, furnishings, and equipment.

This position requires the candidate obtain a class B driver's license (training to be provided by GCTD). The position is designated as safety sensitive. The Federal Transit Administration requires that a drug and alcohol test be administered prior to employment and the employee is subject to random drug and alcohol testing during employment.

### **ESSENTIAL FUNCTIONS**

The Building Maintenance Worker has responsibility to:

- Perform a wide variety of cleaning, maintenance, and repair duties to ensure that GCTD facilities, grounds, furnishings, and equipment are safe, presentable, and fully functional.
- Perform scheduled preventive maintenance on buildings, grounds, furnishings, and equipment.
- Document repair and inspection tasks using maintenance software and daily log entries.
- Assist with compressed natural gas fueling station operations and repairs.
- Remove and store hazardous waste products.
- Assemble and move furniture and equipment.
- Maintain and make repairs to bus stop signs, schedule holders, and special signage. Pick up litter on and around buildings and grounds and perform general grounds keeping.
- Document repair and supply needs and report them to supervisor, manager, or director.
- Must be available to work overtime if required.
- Operate GCTD vehicles including sedans, pickups, trucks, vans, and forklifts.
- Maintain and promote a safe work environment while complying with GCTD policies, rules, and procedures.
- Perform other duties as assigned.

### **OTHER JOB FUNCTIONS**

May be assigned vacation coverage and temporary relief duties as required.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or completion of a GED. One year of experience in janitorial work, building maintenance, or grounds keeping is desirable. Minimum age of 21. Excellent driving record, H-6 required.

#### **Knowledge of:**

- Methods, materials, equipment, and safety procedures utilized in buildings, grounds, furnishings, and equipment work.
- Basic tools and products used in janitorial and grounds keeping.
- Basic tools and products used in facility and equipment repair.

#### **Ability to:**

- Safely and effectively use cleaning agents, equipment power, and hand tools.
- Learn on the job, relying on knowledge and previous experience.
- Read and follow written and oral directions when performing installations or repairs unfamiliar to employee.
- Perform clean up to transit buses and vehicles.
- Tolerate routine exposure to cleaning agents, dirt, dust, vegetation, weed control, fertilizers, and trash.
- Perform moderate physical labor.
- Read and follow bus route maps.
- Lift and move objects weighing up to 60 pounds.
- Understand, speak, read, and write English.

### **LICENSES AND OTHER REQUIREMENTS:**

Possession of or ability to obtain upon hire, a valid Class B California Vehicle Operator's License. Ability to obtain a permit to operate forklifts.

### **WORKING CONDITIONS:**

#### **Environment:**

- Transit district offices, grounds, and passenger facilities.
- Bus maintenance garage and equipment.
- Presence of high pressure natural gas.
- Bus stops and transfer points within GCTD service area.

#### **Physical Abilities:**

- Frequent standing and walking for extended periods of time.
- Frequent bending, lifting and carrying.
- Repetitive use of hands for cleaning, grounds keeping, and repair work.
- Climbing up and down stairs and ladders.

### **EXAMINATION**

The examination will include one or more of the following parts:

- Application review
- Written test

- Performance test
- Oral interview

### **DISCLAIMER**

This job description is not construed to be an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by the supervisor, manager, director, or general manager.

### **HOW TO APPLY**

Applicants may obtain an application at [www.gctd.org](http://www.gctd.org).

To apply please submit **application and H-6 DMV Printout** by E-mail to: [hr@gctd.org](mailto:hr@gctd.org)

**Or in person or by mail to:  
GOLD COAST TRANSIT DISTRICT  
301 East Third Street, Oxnard, CA 93030**

### **SELECTION PROCESS**

All applications will be evaluated on their related work experience and education qualifications. GCTD will invite the most qualified candidates for an exam and oral interview. All applications must be filled out completely and must clearly show that the minimum requirements are met. All statements made on the application are subject to investigation and verification. Invalid applications are subject to disqualification. **The GCTD applications must be fully completed. Any questions unanswered may cause you to be excluded from the selection process.**

### **PRE-EMPLOYMENT PROCESS:**

The pre-employment process includes a job specific pre-employment physical and drug screening to be completed by an industrial health clinic; criminal background and references will also be checked. All offers of employment are conditioned upon successful completion of this pre-employment process.

<p>This position is designated safety sensitive and is required by the Federal Transportation Administration to have a drug and alcohol test administered prior to employment and is subject to random drug and alcohol testing during employment.</p>
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### **ABOUT GCTD**

Gold Coast Transit District (GCTD) is a special purpose transit district that provides public fixed-route and paratransit service in the cities of Ojai, Oxnard, Port Hueneme, Ventura and the unincorporated areas of Ventura County. With nearly 4 million passenger trips provided each year, GCTD is the largest public transportation operator in Ventura County. The fleet includes 56 buses and 24 paratransit vehicles all powered by clean natural gas supplied by an on-site CNG fueling station. In 2014 Gold Coast Transit District was named Small Agency of the Year by the California Transit Association.

### **Employment Benefits**

Paid Vacations ▪ Paid Holidays ▪ Retirement Plan ▪ Cumulative Sick Leave ▪ Group Health Insurance ▪ Longevity Pay ▪ Life Insurance ▪ Deferred Compensation Plan ▪ Paid Physical Examination

### **Immigration & Control Act of 1986**

In order to comply with the provision of this law, all applicants prior to placement must provide proof of work eligibility and attest that they are a citizen, permanent resident alien, or otherwise authorized to be employed.

### **Equal Opportunity Employer**

Gold Coast Transit District is an Equal Opportunity (at will) Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, sexual preference, gender identity, religion, age, veteran status, physical or mental disability, mental condition, or any other category protected by state or federal law.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact GCTD's Human Resources at (805) 483-3959. EOE