



SERVICE WORKER I
Salary Range Hourly \$ 17.66 - \$22.48
Excellent benefits & CalPERS Pension
Position Open Until Filled

JOB SUMMARY

Under general supervision, performs cleaning and servicing operations on vehicles, grounds, work areas and equipment.

Designated a safety sensitive position and required by the Federal Transit Administration to have a drug test administered prior to employment and subject to random drug and alcohol testing during employment.

ESSENTIAL FUNCTIONS

The Service Worker has responsibility to:

- Perform a variety of duties related to the cleaning and servicing of buses and other company vehicles; check and dispense fuel, oil and water for fleet vehicles; operate cleaning equipment, remove fare revenue, wash buses, and keep related records.
- Make bus trades and assist with road calls.
- Perform routine daily sweeping, mopping and clean-up of work areas.
- Perform thorough cleaning of bus interiors.
- Assist in administrative office with furniture and equipment moving and other manual tasks.
- Perform janitorial duties in GCTD buildings and around maintenance yard.
- Pick up litter around perimeter of facility and perform general grounds keeping.
- Other duties may be assigned.

May be assigned vacation and temporary relief duties as required.

MINIMUM QUALIFICATIONS

Graduation from high school or completion of GED. Six months to one-year experience in janitorial work, car wash or gardening is desirable. Experience in service station or auto shop also desirable. Minimum age of 21. Excellent driving record.

Knowledge of:

- Basic cleaning tools and use of the tools
- Good safety practices
- Basic tools used in minor carpentry and gardening work
- Methods for cleaning and servicing vehicles, grounds, work areas and equipment

And

Ability to:

- Operate a bus
- Use cleaning solvents and washing materials
- Follow written and oral instructions
- Read and legibly write English

LICENSES AND OTHER REQUIREMENTS:

Possession of or ability to obtain upon hire, a valid Class B California Vehicle Operator's License with passenger endorsement.

WORKING CONDITIONS:

Environment

- Mechanic garage environment
- Driving a vehicle to conduct work
- Exposure to body fluid bio-hazards

Physical Abilities:

- Frequent walking for extended periods of time
- Frequent lifting and carrying
- Lifting and carrying
- Climbing up and down bus stairs and ladders

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, department head or general manager.

HOW TO APPLY

Applicants may obtain an application at www.gctd.org.

To apply please submit **application, cover letter** and **resume** by E-mail to: hr@gctd.org

Or mail to:

GOLD COAST TRANSIT DISTRICT
1901 Auto Center Drive, Oxnard, CA 93036

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; background and references will also be checked. All offers of employment are conditioned upon successful completion of this pre-employment process.

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
- Cumulative Sick Leave
- Group Health Insurance
- Dental/Vision Insurance
- Longevity Pay
- Life Insurance
- Deferred Compensation
- 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