



Golden Gate Bridge, Highway and Transportation District Provisional Bus Servicer

SALARY	\$34.32 Hourly \$71,385.60 Annually	LOCATION	San Rafael, CA
JOB TYPE	Provisional	JOB NUMBER	PS101777
DIVISION	Bus Division	DEPARTMENT	Bus Maintenance - Servicers
OPENING DATE	09/18/2023	CLOSING DATE	10/1/2023 11:59 PM Pacific
OPENING(S)	1	SELECTION PROCESS	PROCESS ** The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process. The District may convene the panel for interview process as needed to establish a reasonable pool of candidates to consider for final rounds of interviews and selection process.

Position Summary

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

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 K4 Printout which can only be requested from any DMV office (Scan and attach as PDF to your online application). Any website-generated report submitted by the applicant will not be accepted. This report provides a history of your driving record. Please see below for additional instructions on this requirement:

For external applicants: The applicant's submitted DMV K4 Printout should be dated within 30 days from the date of the job posting. A complete report has the word *END* in capital letters at the end of the report. Your official driving report can only be secured from any DMV office.

For internal applicants (District Employees) who are part of the Pull Notice Program, the Human Resources Department will request the applicant's DMV report upon receipt of the applicant's online application. Internal applicants who are not part of the District's pull notice program must submit a DMV K4 printout from any DMV Office.

SELECTION PROCEDURES may include:

- Application Assessment
- Skills Assessment Examination
- Panel Interview

- Department Interview for final candidates
- Medical Examination, post offer of "conditional employment" (this includes a drug screen, 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.

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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.
- 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.

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.

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.

Agency

Golden Gate Bridge, Highway and Transportation District

Address

Administration Building, 1101 Andersen Drive

San Rafael, California, 94901

Phone

415.257.4525

415.257.4535

Website

<https://www.goldengate.org/district/careers/>