



Mat Su Community Transit (MASCOT)

Application Instructions

Follow the instructions below to apply for this position.

JOB TITLE:	Grounds and Building Maintenance Custodian
UNION / CLASSIFICATION:	This position requires union participation. International Union of Operating Engineers Local 302

HOW TO APPLY

MASCOT is an Equal Opportunity Employer (EOE) and Drug Free Workplace

1. Be sure to read the entire position description (on the following pages); including the job requirements to be sure that you qualify.
2. To apply, send an email requesting an application for:

Grounds and Building Maintenance Custodian - to the following email address:
admin@matsutransit.com
3. Once we receive your request, an email containing a link to our on-line application will be sent to your email address. Follow the instructions in the email to apply for the position.
4. Candidates selected for an interview will be contacted directly.

Don't have internet access? Contact us for a printed copy of the application:

Denise Jones, Administrative Coordinator
 Mat-Su Community Transit (MASCOT)
 225 West Riley Ave
 Wasilla, AK 99654-8020
 907-864-5014 (*phone*) 907-373-5999 (*fax*)

DEADLINE

The recruitment for this position will remain open until the position has been filled.

All received applications will be reviewed, and candidates who are selected for an interview will be contacted.



Mat Su Community Transit (MASCOT)

Position Description

JOB TITLE: Grounds and Building Maintenance Custodian

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Ability to follow verbal and written instructions,
Flexibility in work schedule, and
Ability to work with minimal supervision

DESIRED KNOWLEDGE, SKILLS & ABILITIES:

Previous custodial/janitorial experience desired for this position.

PHYSICAL REQUIREMENTS:

This position performs work on hard surfaces (concrete, etc) and work in areas that require considerable physical exertion; such as walking, climbing, standing for extended periods of time, crouching, stooping, and working in tiring and uncomfortable positions. Infrequently lifts pushes, pulls or carries materials which may exceed fifty (50) pounds in weight. Position requires twisting of the body trunk, crawling, squatting; persons with prosthetic devices must be able to exert sufficient dexterity and full use of legs to operate foot controls when operating a transit vehicle, lawnmower or automobile fitted with a snow plow; functions of this position involve moderate arm/shoulder strength, and the use of mirrors demands physical ability to move the head a maximum of 30 degrees left and right.

Lighting, heating and ventilation in respective areas are adequate; however this position does require exposure to dust, grease, fluids, and cleaning detergents. Soiling of clothes and exposure of skin surfaces to the aforementioned are prevalent. Some noise and vibrations are present at times, and hazards prevail from slippery surfaces, confined areas, moving equipment and use of tools. This position is also required to perform duties outdoors related to landscape maintenance and snow removal during all types of climatic conditions.

COMPENSATION:

The step scale of pay for this position begins at \$11.89 per hour up to \$16.55 per hour.

This is an hourly position based on a part time schedule of four (4), four-hour work periods or two (2) eight-hour work periods (depending upon workload priorities) for an average of sixteen (16) hours per week. Opportunity for additional hours depending upon budget constrictions and workload.



Mat Su Community Transit (MASCOT)

Application Instructions

Follow the instructions below to apply for this position.

JOB TITLE:	Transit Operator I (Driver)
UNION / CLASSIFICATION:	This position requires union participation. General Teamsters Local 959 – State of Alaska (Associated with the International Brotherhood of Teamsters)

HOW TO APPLY

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Mat-Su Community Transit (MASCOT)
225 West Riley Ave
Wasilla, AK 99654-8020
907-864-5014 (*phone*) 907-373-5999 (*fax*)

DEADLINE

The recruitment for this position will remain open until all available positions have been filled.

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Mat Su Community Transit (MASCOT)

Position Description

JOB TITLE: Transit Operator I (Driver)

JOB CLASS / FLSA STATUS:	Non-Exempt	REVISION DATE:	02/17/2011
UNION / CLASSIFICATION:	General Teamsters Local 959 – State of Alaska (Associated with the International Brotherhood of Teamsters)		
MANAGEMENT / SUPERVISORY:	This position may be Full-Time at thirty-two to forty (32-40) hours per week or Part-Time at fewer than thirty-two (32) hours per week according to company needs. It is an operational position with no management or supervisory requirements.		
REPORTS TO:	Dispatch /Scheduling Supervisor		
SUPERVISION RECEIVED / REPORTS TO:	This position reports to the Dispatch / Scheduling Supervisor, who monitors work performance, administers work direction and provides development on a daily basis. This position also works closely with and is subject to direction of the Maintenance Supervisor, Operations Manager and the Executive Director.		
PURPOSE OF POSITION:			
Transit Operators are responsible for the safe, efficient, and compliant operation(s) of MASCOT vehicles with or without passengers. Any unsafe weather conditions which may cause delay and/or cancellation of daily transit operations will be determined by MASCOT management.			
DUTIES & RESPONSIBILITIES:			
Operate a transit vehicle over an assigned route or variable route schedule; maintain order on the bus; respond and provide assistance to passengers in a courteous and helpful manner; answer questions and listen to passenger concerns; assist in loading and unloading of all passengers requiring any kind of assistance. This includes but is not limited to: persons that require assistance (both ambulatory and non-ambulatory), securing wheelchairs, proper use of a wheelchair lift, and persons who may be mentally or physically challenged. Transit Operators must use sound judgment in handling unusual situations arising with passengers.			
Maintain the interior cleanliness of the vehicles; responsible for knowing and obeying all traffic laws and the applicable policies and procedures of the company; must inspect vehicle(s) daily: prior to beginning route, during, and at the conclusion of the route. Drivers must certify to ensure safe mechanical operation of equipment by conducting daily inspections required by, yet not limited to the following agencies: MASCOT, State of Alaska / Department of Transportation, State of Alaska / Department of Motor Vehicles, Americans with Disabilities Act (ADA), and the Federal Transit Authority (FTA). Report any mechanical problems or defects in accordance with company policies and procedures; observe all traffic laws; ensure that all passengers follow safety regulations.			
Maintain company provided daily logs and information sheets on the number of passengers and other ridership information as directed. Read and follow a printed route manifest which designates transport within specific times and sequences.			
Keep regular contact by radio with MASCOT dispatch office, follow company policies and Federal Communications Commission (FCC) procedures, observe radio courtesy; use sound judgment in following dispatch instructions; be able to recognize, create, and follow logical sequences for pick-up/drop-off of passengers in an efficient manner. Personal cell phone operation will not be tolerated when operating MASCOT vehicles, with or without passengers aboard.			
Immediately report all incidents/accidents to dispatch, take appropriate action to ensure the safety of passengers following an accident; assist the supervisor and police in emergency procedures and investigations following an accident, as outlined by MASCOT's policy and procedure manual, as well as Employee handbook.			
Attend scheduled Transit Operators meetings, including any training classes, which include but are not limited to: cardiopulmonary resuscitation (CPR), First Aid, substance abuse awareness, defensive driving skills, safety, and emergency procedures.			



Mat Su Community Transit (MASCOT)

Position Description

JOB TITLE: Transit Operator I (Driver)

DUTIES & RESPONSIBILITIES (Continued)

Follow appropriate dress codes and hygiene standards determined by MASCOT policy.
Other duties as assigned in accordance with this position description.

JOB REQUIREMENTS:

1. High School Diploma or equivalent, OR;
Two years of paid work experience as a Transit Operator.
2. Must have a clean driving record; driver must have no Major Disqualifying Offenses, Violating Out-of-Service Orders, or Railroad-Highway Grade Crossing Violations under the Motor Carrier Safety Improvement Act (MCSIA), and cannot have had more than one (1) Serious Traffic Offense identified in the MSCIA in the past thirty-six (36) months.
3. Possess a current and valid Alaska Commercial Driver's License (CDL) with a passenger endorsement and maintain it at all times during employment with MASCOT.
4. Able to pass initial and all subsequent scheduled and random drug screening. MASCOT is a drug-free work zone; no exceptions. Additionally, if you are required to take medications that have side effects that could possibly impede your ability as an operator, MASCOT requires a note from your physician giving the name of the drug, as well as dosage amounts.
5. Able to pass initial background screening; no exceptions.
6. Must be able to complete training courses in cardiopulmonary resuscitation (CPR) and First Aid upon obtaining employment, as well as keep certifications current during employment with MASCOT.
7. Must possess a current and valid DOT Medical Examiners Certificate and maintain it at all times while employed with MASCOT.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Ability to accept and follow verbal and written instructions.
Able to complete written forms in a professional manner.
Able to effectively communicate with and provide assistance to a wide variety of people who also may have varying physical, social and/or economic limitations in a calm, professional manner.
Must be courteous and dependable, and have a working telephone or contact number.

DESIRED KNOWLEDGE, SKILLS & ABILITIES:

Professional driving experience in the safe operation of large vehicles for the purpose of transporting passengers.
Experience with assisting persons in wheelchairs and the operation wheelchair lifts.
Excellent knowledge of laws and regulations regarding the safe and efficient operation of transit vehicles.
Demonstrated ability to deal with the public in a continually courteous and tactful manner at all times.

COMPENSATION:

This is an hourly position based on a thirty-two to forty hour (32-40) work week for Full-Time employment and fewer than thirty-two hours per work week for Part-Time employment.
Compensation is set by the Board of Directors and begins at \$11.00/hr.
This position requires a three (3) month introductory-training period. Employees remain at-will employees both during and after the initial ninety (90) day introductory/training period.



Mat Su Community Transit (MASCOT)
Position Description

JOB TITLE: Grounds and Building Maintenance Custodian

DEPT / FLSA STATUS:	Maintenance – Non exempt	REVISION DATE:	08/16/11
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REPORTS TO:	This position is responsible to the Maintenance Supervisor directly or through assigned staff who monitors work performance and gives work direction on a regular basis.
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UNION / CLASSIFICATION:	International Union of Operating Engineers Local 302 / Grounds and Building Maintenance
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PURPOSE OF POSITION:

To maintain a professional appearance to MASCOT's transit equipment, facility and grounds by performance of manual labor in the form of equipment, janitorial and landscape maintenance duties.

DUTIES & RESPONSIBILITIES:

Maintain the *exterior and interior* cleanliness of the MASCOT transit vehicles as directed. Responsible for duties including, but not limited to: washing the exterior of transit vehicles including windows; cleaning vehicle interior floors, seats and windows.

Maintain the *interior* cleanliness of the MASCOT facility. Responsible for custodial duties including, but not limited to: cleaning the bathrooms (which includes sinks, mirrors, toilets, urinal, floors, hand rails, doorknobs, floors and tiled portion of walls); cleaning the kitchen area (including windows and floors); monitoring and maintaining the cleanliness of glass doors and windows; waste collection in all common work areas; dustings surfaces in all common work areas and other areas when directed; vacuuming floors in all common work areas as directed.

Maintain the *exterior* cleanliness and appearance of the MASCOT facility. Responsible for duties including, but not limited to: cutting the grass, pulling weeds and other light duty landscaping maintenance; plowing and shoveling snow, including monitoring the handicap accessible parking area and ensuring that signage and pavements markings are visible.

Under the direction of the Maintenance Supervisor, performs non-technical shop functions such as, sweeping, scrubbing, painting, washing, shoveling and steam cleaning shop areas; collecting and removing waste and scrap material from working areas and cleaning oil spills; delivering materials to workstations and assisting maintenance shop personnel with non-technical shop functions.

Responsible to immediately report all incidents/accidents immediately to the Maintenance Supervisor. Other duties as assigned.

JOB REQUIREMENTS:

High School Diploma or Equivalent

Ability to read, write, comprehend and follow verbal and written instructions,

Ability to work with moderate to minimum supervision,

Ability to remain mentally alert with controlled attention when working in and around maintenance work areas and equipment,

Ability to identify and operate hand tools such as a hammer and other small common hand tools, shovels, brooms, brushes, mops, water hoses and simple power equipment such a power vacuum cleaner or steam cleaner,

Ability to follow safety rules and regulations in order to use tools and equipment safely and properly,

Must pass initial review of Division of Motor Vehicles (DMV) record; have a clean driving record; driver must have not more than one (1) moving violation or preventable accident within the past thirty-six (36) months and must not have any second major or serious disqualifying traffic offences as listed in the Motor Carrier Safety Improvement Act (MCSA) such as: Driving Under the Influence (DUI), felony involving a motor vehicle, driving with a revoked or suspended license, speeding fifteen (15) or more miles over the speed limit, or reckless driving

Must be courteous and dependable, and have a working telephone or contact number.