

January 29, 2019

**TITLE:** Utility Worker  
**EMPLOYMENT TYPE:** Non-exempt/Safety-Sensitive/ATU Local 1574  
**DIVISION:** Bus (Maintenance)  
**APPLICATION DEADLINE:** Friday, February 22, 2019  
**PAY RANGE:** \$20.56 - \$27.41 per hour (Collective Bargaining Agreement)  
**WORK LOCATION:** South San Francisco and/or San Carlos  
**WORK SCHEDULE:** Day, Swing and/or Graveyard Shifts  
**WRITTEN ASSESSMENT:** Week of March 4, 2019 in San Carlos, CA

**JOB SUMMARY:** The Utility Worker reports to the Utility Maintenance Supervisor and is responsible for safely cleaning, maintaining, and servicing all transit vehicles and maintenance facilities for the San Mateo County Transit District (SamTrans).

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Perform cleaning and washing of exterior, undercarriage, and interior buses.
- Perform fueling and check fluid levels (i.e. coolant, engine and transmission oil) before transit vehicles go into service.
- Safely drive and park buses and other district vehicles on and off operating bases.
- Inspect district vehicles during servicing and report defects and damages to Mechanic or Supervisor.
- Assist mechanics with minor repairs and adjustments.

**EXAMPLES OF DUTIES:**

- Cleaning duties includes sweeping, mopping of floors and vacuuming of seats and upholstery using cleaning equipment.
- Dust and wash windows, mirrors, interior glass, window casing and tracks, blinds, ledges and overhead compartments.
- Clean areas other than vehicles including maintenance facilities.
- Follow company policy and California Occupational Safety Health Administration (OSHA) safety regulations.
- Properly clean and maintain equipment and work areas.
- Document service information in vehicle service records.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Utility Maintenance Supervisor who establishes goals and objectives, monitors and evaluates performance.

### **MINIMUM QUALIFICATIONS:**

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Experience in the daily servicing and cleaning of transit equipment is preferred.
- Have a valid Class “C” California Driver’s License with good driving record.
- Must be able to obtain and present a Class “B” Commercial Driving Permit (with Passenger Transport Endorsement and Air Brakes) on the first day of employment.

### **OTHER REQUIREMENTS:**

- Ability to work outdoors in all weather conditions.

### **SELECTION PROCESS MAY INCLUDE:**

- Applications will be screened for completeness and minimum qualifications
- Written and hands-on mechanical skills assessment examination(s)
- Satisfactory completion of medical examination and background investigation

### **CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

<b>Holidays:</b>	Seven paid holidays, plus up to five floating holidays per year
<b>Time Off:</b>	Paid Time Off: Up to 20 days per year in accordance to CBA
<b>Insurance:</b>	Medical, dental, vision care, group life insurance and more
<b>Transportation:</b>	Free Bus Transportation for employees and qualified dependents
<b>Retirement:</b>	Public Employees Retirement Systems (CalPERS) and Social Security Classic Members – 2% @ 60 benefit, 3 year average of final compensation New Members – 2% @ 62 benefit, 3 year average of final compensation

### **HOW TO APPLY:**

*Although we encourage applicants to apply online, we are still accepting paper applications.*

- Apply online at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html) or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Whether applying online or with a paper application, your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 p.m. on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650)508-6308 to verify that your online or paper application package has been received.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6288. SamTrans is an Affirmative Action/Equal Opportunity Employer  
Minorities/Women/Persons with Disabilities/Veterans