



REPORTS TO: MAINTENANCE & FACILITIES MANAGER
STATUS: FULL-TIME, FLSA NON-EXEMPT
WAGE RANGE: \$21.95 – \$28.58 PER HOUR
CLOSING DATE: OPEN UNTIL FILLED | PERIODIC REVIEWS
INITIAL REVIEW: APRIL 6, 2026

◆ Integrity ◆ Trust ◆ Common Truth ◆ Respect ◆ Compassion ◆

POSITION OVERVIEW

This position involves routine work to maintain the cleanliness and tidiness of facilities, office areas, grounds, bus shelters, transit vehicles, and other designated areas. The individual must perform tasks under limited supervision, using prescribed methods and frequencies consistent with the cleaning specifications for the assigned area(s). Work will be performed in an indoor and outdoor setting, with exposure to various chemicals and weather conditions.

- Specific duties to be performed include, but are not limited to:

Vehicles: Clean interior of vehicles, including: pick-up debris, lost items and trash; remove gum and stains from seats and surfaces; empty trash receptacles; sweep and mop floors; wash mirrors and windows; vacuum upholstery; shampoo upholstery when needed and/or required; clean wheel well covers, handrails, and all other surfaces; and clean and sanitize area(s) affected by bodily fluids according to strict guidelines. Pressure wash and dry the exterior of vehicles, including wheel wells, engine compartments, and the underside of the buses. Fuel and inspect vehicles and automotive and diesel equipment, including light- and heavy-duty buses.

Interior: Clean and sanitize restrooms, including toilets, urinals and sinks; clean and dust furniture in public and office areas; wash windows, mirrors, doors and walls; fill soap, paper towel toilet paper and other dispensers; clean and empty trash receptacles; sweep/mop/vacuum floors; remove trash, gum and/or other materials from public areas and furniture; and maintain and properly store applicable equipment, supplies and cleaning products.

Exterior: Pick-up debris and trash on walkways, landscape areas, parking areas, and bus shelters; clean/wash sidewalks, walkways, and exterior seating areas; remove snow and apply de-ice solutions to icy areas; maintain landscape beds; operate landscaping equipment and tools; empty outside trash receptacles; wash windows and building exteriors.

Bus Shelters: pick-up debris and trash in and around bus shelter; clean, sweep and wash seating area(s) and shelter; wash surrounding sidewalk/walkways and concrete flooring; safely operate a power-washer when needed and/or required; wash windows; remove snow and apply de-ice solutions to icy area(s); clean and empty trash receptacles; maintain landscape areas; and remove graffiti when needed and/or required.

- Safely perform maintenance, repairs, housekeeping, cleaning, and sanitizing functions using established practices and procedures.
- Use cleaning and maintenance equipment and agents in an appropriate and safe manner, including but not limited to: mops, brooms, vacuums, squeegees, brushes, small handheld tools, power washers, outdoor water hoses, and garden tools.
- Follow directions for all cleaning agents and/or chemicals – refer to and follow the appropriate Safety Data Sheet (SDS) for specific instructions on safe handling, use, storage, and disposal of said chemical(s). Report any exposure to management immediately.
- Clean and disinfect bio-spills at all related facilities and attend Blood Borne Pathogen training when required
- Report any damage, maintenance requirements, and/or other facility needs or repairs to the appropriate team member and/or management member.
- Maintain accurate recordkeeping and adhere to a structured schedule of work.
- Perform duties per the designated schedule and have flexibility for changing demands.
- Ensure effective and professional responsiveness and compliance with work requests.
- Work with and assist team members in achieving GTA and departmental goals.

- Take responsibility for content and quality of work assigned, and continuously demonstrate commitment, empathy, fairness, and integrity.
- Advocate and actively participate in continuous improvement of the Agency; assist team members when needed; and support the Agency workforce at all times.
- Complete tasks and responsibilities in a thorough, accurate manner and meet key deadlines.
- Maintain punctuality, reliability, and regular attendance to contribute to the efficient and effective delivery of transportation service(s) and associated duties.
- Establish, maintain, and support effective and respectful working relationships; give and accept constructive feedback.
- Support a safety culture Agency-wide.
- Perform other duties as assigned, needed, and/or required of a similar nature or level to make GTA an outstanding transit agency.

MINIMUM QUALIFICATIONS

- High School diploma and/or equivalent.
- Experience with custodial and/or cleaning methods, chemicals, and equipment preferred.
- Relevant work history and/or stable, verifiable work history within the applicable area(s).
- Excellent customer service and communication skills.
- Knowledge of safe work practices, ladder safety, and good housekeeping.
- Valid Washington State driver’s license with acceptable driving record. Must maintain an acceptable driving record level throughout employment, which will be monitored by periodic reviews of the Motor Vehicle driving profile.
- Must be willing and able to work varying hours and days of the week, including occasional weekends and holidays, dependent on departmental needs.

COMPENSATION AND BENEFITS

- Hourly Pay Range: \$21.95-\$28.58
- Excellent benefits package available, including Medical/Dental/Vision/Life/AD&D/LTD (administered through PEBB), Public Employees’ Retirement System (PERS), Paid Time Off, including Paid Holidays. GTA pays 100% of employee health premiums

HOW TO APPLY

Interested qualified applicants must submit a complete GTA application, available online at www.granttransit.com. Submit application and materials to: jobs@granttransit.com or via mail to:

**Grant Transit Authority
Attn. Human Resources Dept.
PO Box 870
Moses Lake, WA 98837**

For complete position details and application, please visit: www.granttransit.com. Indirect submissions and/or incomplete application packets will not be considered.

CLOSING DATE

Interested and qualified candidates are strongly encouraged to apply by **April 6, 2026**. Open Until Filled - **subsequent reviews are not guaranteed.**

*Application materials must be received by the Grant Transit Authority by the deadline to be included in the review.

Grant Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Grant Transit Authority know if you need accommodations to participate in the application process.