

Intercity Transit
JOB TITLE: Facilities Specialist

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| BAND | GRADE | SUBGRADE |
| A | 1 | 3 |
| DEPARTMENT: Operations | DIVISION: Facilities | FLSA STATUS: Non-Exempt |
| SUPERVISION RECEIVED FROM: Facilities Manager | SUPERVISION EXERCISED OVER: N/A | PAY GRADE: A13 |
| SUMMARY: Performs a variety of tasks related to maintaining multiple stops and zones on Agency routes, including multiple shelters, park and ride lots, transit centers, and other passenger amenities owned or operated by the Agency. | | |
| DISTINGUISHING CHARACTERISTICS: Perform manual labor and semi-skilled maintenance activities in support of the facilities function. Incumbents are Specialists and perform technical duties related to facilities maintenance. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE-QUENCY |
|-----------------|--|----------------------|
| 1. | Repairs, replaces, cleans and maintains bus stop areas and zones, transit stop shelters, and park and ride lots to include cutting/removing/spraying vegetation; resetting, repairing or replacing damaged poles, schedule holders, signs, and brackets; repairing benches and seats; cleaning and replacing broken windows and glass; removing and cleaning graffiti; removing and adding rider alerts; removing and replacing schedules; removing and adding numbers on signs and shelters; inspecting and cleaning shelters and pads; fuels, maintains, and cleans equipment and tools. | Daily 45% (A1) |
| 2. | Empties trash receptacles, disposes of biohazards and sharps from bus stop areas and zones, shelters, park and ride lots, and transit centers. Operates trash compactor; washes down truck beds. | Daily 40% (A1) |
| 3. | Maintains computer based records associated with charging parts and materials from inventory, charging labor hours against work orders, etc. Purchases parts as needed, reports damage and defects identified during preventive maintenance. | Daily 5% (A1) |
| 4. | Assembles and installs shelters, kiosks, benches, trash cans, seats, poles, signs and schedule holders. Removes old shelters as necessary. | Weekly 5% (A1) |

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|-----------------|---|-----------------------|
| 5. | Sets up for community events with stop alerts, signage, temporary stops, equipment and materials. | Monthly 5% (A1) |
| 6. | Performs snow and ice control at all fixed facilities; operates snow and ice removal equipment such as snow plows, sanders and de-icing trailers as needed. | Annually (A1) |
| 7. | Installs, maintains, repairs, and performs troubleshooting diagnostics for flexible solar panels, energy control modules, LED lighting, wiring and switches. Paints, repaints and removes paint from curbs at bus stop loading zones and transit centers. | Occasionally (A1) |
| 8. | Assists Maintenance Division with oil spill cleanup as needed. | Occasionally (A1) |
| 9. | Performs others related duties. | As Requested |
| 10. | Must meet regular time and attendance standards. | Always |

Knowledge (position requirements at entry):

Knowledge of:

- Applicable Federal, State, and Local laws, rules, and regulations;
- Biohazards, toxic substances, and related protective measures;
- Landscape maintenance methods;
- Basic maintenance methods and techniques;
- Safety practices and procedures;
- Irrigation systems and related maintenance practices;
- Customer Service principles.

Skills (position requirements at entry):

Skill in:

- Operating applicable power tools and equipment, pressure washers, sweeper, forklift, agency vehicles;
- Assembling/Constructing structures;
- Reading and interpreting a variety of documents;
- Performing basic mathematical calculations;
- Repairing, replacing, installing, cleaning, and structures and signage;
- Maintaining records;
- Basic computer operations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

High School Diploma, or G.E.D., and two years of experience performing semi-skilled facilities and/or grounds maintenance activities; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Washington Driver's License.

Must be able to obtain:

- Department of Transportation Flagger Certification;
- Forklift Certification;
- State of Washington Pesticide Applicator License;
- Burlington North Sante Fe Railway Access Certification.

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, inadequate lighting, workspace restrictions, and intense noises. Indoor/outdoor work environment in adverse weather conditions including freezing weather and snow. Exposed to work conditions/environments with possible hazards/situational challenges at times due to working in rights-of-way/blocking traffic.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 11/9/04 Title Change

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: 2/2014 Agency ReOrg: Facilities moved to Operations Dept.

Revised 5/2016: Review of position to address DBM subcategory (3) in A-level work for "Hazards and Environmental Conditions". DBM definitions accurately capture environment /situational challenges for position. Reclassified from A12 to A13. Added new language to "Physical Requirements" section to capture hazards, etc. CD