



City of  
**Marion**  
Ohio

**Affirmative Action Committee**

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

April 5, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Transit Department (Marion Area Transit)**.

**Bus Washer and Custodian** – It is a full-time position (32 hours per week) that has a pay range of \$10.80 - \$14.21 per hour.

- Please Note:**
- Work schedule is Monday – Friday from 4:00 pm – 10:15 pm.
  - A valid Ohio Driver’s License and a Class B or C Commercial Driver’s License (CDL) with passenger endorsement is preferred. Must have good driving record and have no requirement of high risk liability insurance.
  - Passing of a Background Check, Physical Examination, and Drug & Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Friday, April 6, 2018 at 8:00 am  
 Application Closing Date/Time: Friday, April 20, 2018 at 1:00 pm  
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
 -OR- download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

Janell O’Neil, Affirmative Action Secretary  
City of Marion

**Attachment**

- |                         |                                |               |                 |                 |
|-------------------------|--------------------------------|---------------|-----------------|-----------------|
| cc: Committee Members   | Public Works Director Bischoff | Auditor       | IT              | Probation       |
| Support Data List (AA)  | HRAA – O’Connor                | Council       | Law Director    | Senior Center   |
| Mayor Schertzer         | HRC – Mayes                    | Engineering   | Municipal Court | Transit         |
| Safety Director Robbins | City Hall – 3 Floors           | Fire Dept – 3 | Parks           | Utility Billing |
| Service Director Caryer | Airport                        | Garage        | Police Dept     | WWTP            |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF MARION OHIO  
MARION AREA TRANSIT DEPARTMENT  
JOB DESCRIPTION**

**Job Title:** MAT BUS WASHER & CUSTODIAN  
**Department:** MARION AREA TRANSIT  
**Reports To:** TRANSIT ADMINISTRATOR  
**FLSA Status:** Non-Exempt AFSCME Grade 14

**SUMMARY:** Washes and cleans exteriors, sweeps and cleans interiors of all transit vehicles. Keeps office building clean and in orderly condition.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned:

- Sweeps, mops and scrubs Transit Department hallways, stairs, office space and garage.
- Empties trash and garbage containers.
- Maintains transit area of building; cleans snow and debris from sidewalk; notifies management of need for repairs.
- Fuels each vehicle as needed daily.
- Uses power washer to clean exterior of vehicles daily.
- Sweeps and cleans interior of vehicle, including windows and seats daily.
- Makes minor repairs when possible; reports other needed repairs to Transit Administrator.
- Detail cleans exterior of vehicles on weekly basis.
- Serves as emergency fill-in transit vehicle driver as needed.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and

correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid unrestricted Ohio Driver's License and Commercial Driver's License (Class A, B or C Passenger Endorsement) are required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.