



EMPLOYMENT OPPORTUNITY

FACILITY MAINTENANCE WORKER

Western Contra Costa Transit Authority (WestCAT)

**601 Walter Ave.
Pinole, CA 94564
(510) 724-3331**

Western Contra Costa Transit Authority (WestCAT) provides local fixed route, express, and paratransit public transportation services to the cities of Pinole and Hercules, and the unincorporated communities of Rodeo, Crockett, and Tara Hills in Western Contra Costa County. In addition, WestCAT provides commuter Transbay bus service between the Rodeo/Hercules area to the San Francisco Salesforce Transbay Terminal.

FACILITY MAINTENANCE WORKER

Under general supervision, performs a variety of maintenance, repair, and construction duties in support of the Authority's facilities, grounds, and properties; maintains and operates a variety of tools, equipment, and vehicles; assists the General Services Manager with facility-related projects; performs related duties as assigned. Non-Traditional work schedule. This position requires after-hours response to emergencies and may be subject to periodic schedule adjustments with prior notification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains and repairs interior and exterior lighting systems; replaces light bulbs and fluorescent tubes as needed.
- Performs maintenance on Authority buildings and facilities; installs and repairs flooring; patches holes, repairs drywall, paints and/or stains as needed.
- Makes adjustments to heating and air conditioning equipment (HVAC), including preventative maintenance; inspects, cleans, and replaces filters; operates controls on cooling and heating units; greases and changes belts.
- Installs and repairs plumbing lines and fixtures.
- Performs a variety of carpentry duties; assembles furniture, repairs structures, desks, shelving units and related components.
- Operates a variety of manual and power tools and equipment; maintains tools and equipment in proper and clean condition.
- Assists the General Services Manager with preventative maintenance inspections of buildings and equipment; identifies facility needs for maintenance or further inspection.
- Performs minor repairs on bus stops and shelters such as replacing roofing, cleaning roofs, cleaning rain gutters, tightening or replacing bolts that anchor shelters to concrete pads, and inserting/removing bus stop poles; removes graffiti from bus stops, benches, signs, and surrounding areas.
- Collects trash and performs needed sanitation on bus stops, such as wiping down benches and cleaning up spills; responds to biohazard reports.
- Performs minor landscaping duties at the Authority's buildings, facilities, and bus stops; rakes, pulls weeds, and does periodic planting; prunes and trims bushes and small trees.
- Coordinates after-hours repairs with contractors.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Policies, procedures, processes, and regulations of the Authority.
- Principles, practices, methods, equipment, materials, and tools used in the maintenance and repair of buildings and facilities.
- Methods and equipment used in groundskeeping.
- The proper operation of hand and power tools.
- Occupational hazards and standard safety practices.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of twelfth (12th) grade.
- One (1) year of experience performing building repair and maintenance work.
- Possession of a valid California Driver's License

COMPENSATION

Dependent on Experience Salary Range \$22 - \$28 p/hr. Medical and Dental coverage is provided by WestCAT. In addition, WestCAT covers the employer's contribution toward a 2% at 62 defined benefit retirement program administrated by CalPERS.

APPLICATION

The position is open until filled, but WestCAT encourages interested applicants to apply as soon as possible. To apply submit a cover letter and current resume by email to rob@westcat.org or by mail to

Rob Thompson
General Manager
WestCAT
601 Walter Ave
Pinole
CA 94564

DISCLAIMER:

WestCAT is an equal opportunity employer. Women, minorities, and disabled individuals are encouraged to apply. Applications will be considered without regard to race, color, ancestry, national origin, religious creed, gender, sexual orientation, marital status, veteran status, age, medical condition, or disability.