



440 N Ferry Street
Grand Haven, MI 49417

INTERNAL/EXTERNAL JOB POSTING

Working at Harbor Transit isn't just work. It's work that moves people, and we are proud of it! There is a sense of togetherness here that comes from knowing we are making a difference every day and doing good for our Tri-Cities. At Harbor Transit we are driven to help people from all stages of life. We empower our staff to serve our customers with professionalism, compassion, understanding, and a willingness to help; and, it shows!

Harbor Transit is currently searching for a **part-time Vehicle Custodian** to clean our fleet of buses and trolleys.

Essential Functions

- Washes and scrubs exterior body and windows of buses and trolleys; squeegees and/or cloth dries exterior body and windows of buses and trolleys; washes, scrubs and/or polishes interior walls, ceilings, floors, seats, windows, and related equipment of buses and trolleys; vacuums and/or sweeps floors of buses and trolleys; and disposes of trash from fleet vehicles.
- Cleans wash bay, garage floor and related equipment; sweeps the general area and disposes of trash from the wash bay.
- Inventories and organizes cleaning supplies and related products for replacement and reports to management any supplies that are needed.

Qualifications

- Knowledge of the methods, materials, and equipment used in vehicle cleaning.
- Knowledge of safety issues involved in using industrial cleaning products and in cleaning possible hazardous substances (urine, blood, vomit, etc.).
- Ability to work independently and complete assigned work in a timely manner.

Pay and Benefits

- Up to 20 hours a week, with an hourly pay rate of \$15.77
- Paid time off
- A voluntary 457 plan, through the Municipal Employees' Retirement System (MERS)
- Employee Assistance Program (EAP) for you and your family

Work Schedule

- Monday through Friday – 9:00 a.m. – 1:00 p.m.

How to Apply

- Review full job description and responsibilities of the position.
- Apply with a resume through email or indeed.
- Application Deadline: August 7, 2026, or until filled.

Harbor Transit is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law.



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Job Description

Position: **VEHICLE CUSTODIAN**
Department: Operations
Reports to: Operations Supervisor
Status: Regular, Part-Time, Non-Exempt
Pay Grade: 1
Revision: 06/25

SUMMARY:

Under the supervision of the Operations Supervisor, works primarily alone to perform a variety of custodial tasks related to the cosmetic upkeep of the transit fleet.

ESSENTIAL FUNCTIONS:

- Creates and manages a complete bus and trolley cleaning schedule.
- Washes, scrubs exterior body and windows of buses and trolleys; squeegees and/or cloth dries exterior body and windows of buses and trolleys; washes, scrubs and/or polishes interior walls, ceilings, floors, seats, windows, and related equipment of buses and trolleys; vacuums and/or sweeps floors of buses and trolleys; and disposes of trash from fleet vehicles.
- Cleans wash bay, garage floor and related equipment; sweeps the general area and disposes of trash from the wash bay.
- Reports to management or the mechanic any required maintenance and/or repair of cleaning equipment.
- Assists the department as necessary and works closely in any tasks that require two people (i.e. dropping off and picking up Harbor Transit employees whose buses or trolleys require maintenance).
- Inventories and organizes cleaning supplies and related products for replacement and reports to management any supplies that are needed.
- Reports any vehicle damage, exterior or interior, to management.
- Maintains logs and records of vehicle cleaning.
- Performs light maintenance duties as assigned, including but not limited to landscaping, snow removal and salting, and miscellaneous building maintenance and repairs.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE AND TRAINING:

- A high school diploma or equivalent is required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods, materials, and equipment used in vehicle cleaning.



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- Knowledge of safety issues involved in using industrial cleaning products and in cleaning possible hazardous substances (urine, blood, vomit, etc.).
- Ability to work independently and complete assigned work in a timely manner.
- Ability to work constructively with others.
- Ability to maintain written logs and records of work performed.

PHYSICAL AND MENTAL DEMANDS:

- Moderate to heavy physical activity associated with cleaning the interior and exterior of large vehicles.
- Must stoop, kneel, reach and climb to complete cleaning.
- Hearing, seeing, speaking.
- Reading, reasoning, problem solving.
- Communicating verbally and in writing to other employees.

WORK ENVIRONMENT:

This position works in a large garage setting where the noise level can be loud and fumes, fuel and cleaning solvents and chemicals are present. The work environment can be very cold or extremely hot, and this position may get wet when completing job duties.

WORK HOURS:

Work hours for this position may vary. Employees may be required to work evenings; weekends; and, holidays, outside of their normal schedule, to ensure continuous and reliable service. Flexibility with varied work hours is required to meet the operational needs of Harbor Transit.

Acknowledgment:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description.

Employee Printed Name

Employee Signature

Date