

CITY OF TAFT

CLASS TITLE: EXTRA – HELP TRANSIT OPERATOR

**SALARY
\$13 Hourly**

BASIC FUNCTIONS:

Under general supervision is required to perform a variety of routine and complex transportation work in driving a van, bus and/or station wagon. Work involves responding through a dispatching system to specified locations to transport passengers within the Taft Area Transit Public Para-Transit System. Operator is required to maintain daily logs and records.

SUPERVISION RECEIVED

Works under the general supervision of the Transit Administrator.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates vehicles on a demand response (Dial-a-Ride) routing and/or on a scheduled route (Fixed Route) as assigned.

Assists individuals with developmental disabilities in accessing the system. Operates a wheelchair lift and is responsible for properly securing wheelchair on the bus.

Assists senior adults and the disabled with packages, groceries, and getting on and off the van, bus, or in and out of the station wagon.

Operates a 2-way radio equipment, collects fares, and logs transit activities.

Maintains transportation vehicles, including fueling, cleaning, general maintenance; advises mechanic of needed repairs of assigned vehicles.

Must establish and maintain effective relationships with individuals utilizing the system, fellow employees, supervisors, and the general public.

PERIPHERAL DUTIES

Performs a variety of miscellaneous duties such as answering phone and dispatching for the system in the absence of the Transit Dispatcher.

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent.

(B) Any equivalent combination of education and experience that demonstrates the ability to do the job.

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of traffic laws and defensive driving; some knowledge of senior citizen services and needs;

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.

(C) Ability to follow and understand written and oral instructions and maintain records and prepare reports.

(D) Ability to exercise good judgment, courtesy, and tact in dealing with the general public.

(E) Ability to safely drive a bus, van, or station wagon; Ability to establish and maintain effective relationships with individuals utilizing the system, fellow, employees, supervisors, and the general public; Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Valid state of California **Class B** driver's license or ability to obtain one, with General Public Para-Transit Vehicle Operator's Certificate (GPPV). Advanced First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Transportation van, bus, and/or station wagon. Wheelchair lift mechanism and tie-down for wheelchair. Hand tools used in the maintenance of transportation van; phone; mobile or portable radio.

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 occasionally required to walk. The employee is frequently required to sit and talk or hear. The employee is constantly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach and pull with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

City of Taft application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.