

## **CITY OF TAFT**

**CLASS TITLE:     TRANSIT COORDINATOR**

**SALARY RANGE 33.8**  
\$1,451 - \$1,764 Bi-Weekly

### **BASIC FUNCTIONS:**

Under direction of the Director of Public Works, this position is responsible to plan, coordinate, and direct the day-to-day operations of the Taft Area Public Para-Transit System and Dial-a-Ride operations. Assist in dispatching routine and emergency calls and operates a city passenger van or bus when needed. Responsible for obtaining maintenance and repair work and for making daily reports of distances traveled, and passengers carried. Train and provide work direction and guidance to employees and provides technical and administrative assistance to the Director of Public Works in the development, management, and administration of the Transit Service.

This position is subject to the City of Taft Drug and Alcohol Free Workplace Policy which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

This employee must be available to work weekends for scheduling and on-call for emergencies.

### **REPORTS TO:**

Director of Public Works or Designee

### **SUPERVISES:**

Senior Transit Operator/Transit Dispatcher and Transit Operators

### **EXAMPLES OF ESSENTIAL DUTIES**

- Recommend, implement, and enforce departmental policies, procedures, and quality standards for the safety of the staff and passengers.
- Provide direction, guidance, and goals in the handling of passenger complaints, service emergencies, employee attendance, and related issues.
- Investigate and resolve complaint calls, incident reports, and accidents reports.
- Evaluate routes, schedules, and general operations and recommend service improvements or development of new service.
- Review reports from subordinate staff to ensure completeness, accuracy, and timeliness.
- Review federal and state laws, proposed legislation, and regulations pertaining to transit service functions.
- Oversee the driver-training program.
- Assist in the preparation of the annual operating budget for the transit division.
- Oversee fare collection from buses, bus cleaning, and general maintenance.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate the performance of subordinate staff.
- Represent City and Taft Transit with the community and other agencies.

- Acts as contact person for notifying subordinate employees for Federal mandated Drug and/or Alcohol screening.
- Responsible for maintaining all necessary documentation for California Highway Patrol annual inspection.
- Maintains driver's records and notifies Human Resources when medical exams are due.
- Ensure compliance with local, state and federal regulations in regards to public transportation.
- Receives and responds to complaints from the public and takes appropriate action, initiates or recommends new or improved practices to eliminate continuing problems.
- Prepares correspondence and a variety of reports related to transportation activities.
- Ensures that equipment is in proper working order and coordinates preventative maintenance and repairs on equipment.
- Coordinates with CalTrans and KCOG regarding legislative affairs related to transit.
- Develops marketing strategies; prepares and conducts advertising and marketing activities.
- Collects, compiles, and analyzes statistics on ridership levels, fares, maintenance costs and bus productivity.
- Instruct drivers in various aspects of passenger and pedestrian safety and conduct vehicle evaluation training.
- Performs other related work as required by the Public Works Department.

**Knowledge of:**

- Federal, State and County laws and regulations governing the operations of transit systems
- Techniques of planning, organizing, and coordinating transportation activities
- Principles of transit and fleet operations and maintenance
- Modern office procedures, methods, and computer equipment
- Safety regulations and procedures pertaining to transit operations
- Principles and methods of accident investigation
- Principles and practices of supervision, training, discipline, and performance evaluation
- Marketing techniques and ability to implement marketing programs
- Techniques of planning, organizing, and coordinating transportation activities
- Data collection and summary reporting

**Ability to:**

- Analyze data, interpret policies, procedures and regulations, develop appropriate conclusions, and prepare reports
- Establish and maintain effective working relationships with other employees, officials, and the general public

- Effectively manage the Taft Transit and Dial a Ride activities and programs
- Evaluate the effectiveness of on-going programs
- Prepare concise and comprehensive reports
- Operate radio communication equipment
- Solve problems analytically and creatively
- Drive a bus, van, or para-transit as required
- Supervise, train, discipline, and evaluate subordinates
- Effectively communicate verbally and in writing

**DESIRED MINIMUM QUALIFICATIONS**

A typical way to obtain the requisite qualifications to perform the duties of this class is:

**EDUCATION AND/OR EXPERIENCE**

Associate's degree in a related field and two (2) years of full-time, experience in planning and coordinating transportation services or related field. Experience and/or education in a related field may be substituted on a year for year basis.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class B driver's license with appropriate passenger endorsement.
- Valid General Public Para-Transit Vehicle Operator's (GPPV) certification
- Advanced First Aid and CPR certification

**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.

The noise level in the work environment is moderate and includes frequent radio communication from transit drivers as well as ringing phones.

**ENVIRONMENT:**

- Outdoor environment. Seasonal heat and cold or adverse weather conditions
- Exposure to fumes, dust, odors, oil/grease and gases
- Driving a vehicle including a Bus and/or Van to conduct work

**PHYSICAL DEMANDS:**

- Sitting for extended periods of time while operating vehicles
- Hearing and speaking to exchange information
- Reaching, pulling and pushing to open bus doors
- Bending at the waist, kneeling or crouching to inspect and wash vehicles
- Reaching overhead, above the shoulders or horizontally
- Seeing to monitor passengers and operate a vehicle
- Pushing or pulling wheelchairs

**HAZARDS:** Traffic hazards