



**JOB ANNOUNCEMENT
CITY OF TROY, AL
EXTERNAL**

CLASSIFICATION TITLE: (PART TIME) TRANSIT OPERATOR - PATS

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

SKILL LEVEL: PART TIME - \$7.25

SUMMARY DESCRIPTION:

Under administrative direction, this position is responsible for the safe, reliable, efficient and friendly operation of passenger buses for the public transportation system. Operators provide para-transit demand-responsive service with assigned schedules.

REPRESENTATIVE DUTIES: Under the Direction of the Transit Director:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Readies and inspects vehicles, including safety items, cleanliness and general appearance, at launch and throughout the day in order to insure safe and efficient operation of equipment. Reports any equipment defects as prescribed by DOT policy and procedures.
2. Transport citizens to various locations; drive to and from destination as assigned by Supervisor.
3. Operates two-way radio for professional routine communication with dispatch center and other vehicles as well as to report accidents, emergencies, or other unusual situations related to equipment and/or passengers.
4. Record and maintain all fuel, mileage and trip records; maintain daily inspection records for vehicles.
5. Responsible for proper securement of passengers and mobility devices, and safe evacuation of passengers in any emergency situation.
6. Assures compliance with PATS fare policy and collects ridership information.
7. Promotes good passenger relations through courteous treatment of passengers and providing information regarding system operations.
8. Completes and submits incident reports and other information requested by PATS.
9. Returns and secures vehicle at PATS yard in accordance with established procedures.
10. Must be willing to work day, early morning, evening and split shifts.
11. Must maintain punctual and regular attendance to provide dependable service to the public.
12. Operates a para-transit vehicle providing demand-responsive service to persons with disability and the general public on assigned routes and schedules.
12. Assists passengers boarding and disembarking from vehicles, as required by the Americans with Disabilities Act and PATS policy as they apply to para-transit service.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Ability to safely operate a transit vehicle under all conditions of weather, roadways, and traffic while successfully dealing with passengers, route and schedule requirements.
- Ability to use judgment to assess situations, take appropriate actions by evaluating individual circumstances and prioritize conflicting needs.

- Ability to perform multi-task functions in what can sometime be a high-stress environment.
- Ability to gain operational knowledge of the system and every assignment.
- Ability to read and comprehend maps, schedules and route information.
- Knowledge of traffic laws and safety rules applicable to the transportation of passengers.
- Ability and willingness to maintain a courteous, professional approach when handling the public and problems that arise.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with co-workers at all levels of the organization, people affiliated with other organizations, and with the general public.
- Ability to understand and apply PATS policies and procedures.

MINIMUM QUALIFICATIONS

- A. Applicants must have a high school degree or equivalent.
- B. Applicants must be at least 21 years of age at time application.
- C. Applicant must have valid Alabama Driver's License.
- D. Must have a good driving record.
- E. Must pass a DOT physical and satisfactory police background check required as a condition of employment.
- F. Must submit to and pass a pre-employment drug and alcohol screening; as well as adhere to the PATS Drug Policy adopted by the Troy City Council February 8, 2011.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Physical ability to perform essential job functions including but not limited to, sitting for a extended periods of time, standing, walking, stooping/bending, pushing/pulling (approximately 50 lbs.) lifting (approximately 30 lbs.), and climbing (stairs).
Supervisory Control
The Transit Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of transit related duties. The ability to adhere to federal, state, and local transportation requirements contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the Transit Director and to act under his supervision. Success in this position results in greater effectiveness of the Pike Area Transit System's processes and services.
Personal Contacts
Contact are typically with employees, co-workers, DOT employees, vendors, and members of the general public.
Purpose of Contacts
Contacts are typically to give or exchange information, resolve problems, and provide services.

Work Environment
The work is typically performed in a field setting.
Supervision Exercised
None

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicant is required to pass DOT physical examination and drug test, and have a valid Alabama Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

CITY OF TROY
301 CHARLES W. MEEKS AVE.
TROY, AL 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.