

CITY OF GLENDALE

TITLE:	Transit Operator	CLASS CODE:	491
REPORTS TO:	Transit Supervisor	GRADE:	17
DEPARTMENT:	Transportation	FLSA:	N
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY:

Provides transportation services to citizens.

ESSENTIAL FUNCTIONS:

1. Operates a Dial-A-Ride or fixed route bus transporting passengers from one location to another as directed by the base radio dispatcher or a mobile data terminal.
2. Completes a daily safety vehicle check including oil, fuel and fluid levels, lifts, doors, etc., and records such on the maintenance checklist; reports malfunctions as necessary; cleans and fuels vehicle.
3. Assists passengers, including the elderly and handicapped, in boarding and exiting the bus as necessary.
4. Operates the wheelchair lift for riders unable to use the stairs.
5. Transports passenger equipment including oxygen tanks, wheelchairs and bicycles. Secures equipment to various tie-down systems. Also assists with loading and unloading of packages.
6. Operates two-way radio system and a mobile data terminal to update dispatcher and receive instructions as to future stop locations for either loading or departing passengers.
7. Collects fares from passengers and accurately completes corresponding paperwork for each fare.
8. Provides information regarding Dial-A-Ride services valley wide, fixed route bus information, ADA transportation service and other transportation options. Explains and issues ADA service and discount card applications.
9. Logs all stops on log sheet, prepares accident reports and various reports required by federal regulations.
10. May respond to medical situations and administer first aid in emergency situations, including proper cleanup and disposal of bodily fluids.

SECONDARY FUNCTIONS:

11. Trains new employees.
12. Assists in dispatch office on computerized dispatch system and phone system.
13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Basic first aid procedures.

Traffic laws and safety requirements involved in the operation of a public transit bus.

The geography and street layout of the City of Glendale and of the valley-wide transit service.

The operation of several types of passenger buses, lifts, safety equipment and various types of vehicle fueling systems.

Ability to:

Assist persons with disabilities.

Provide courteous customer service to the public at all times.

Follow oral and written instructions.

Operate a two-way radio system.

Operate a mobile data entry system.

Communicate effectively verbally and in writing.

Maintain clear and accurate records, logs and reports.

Determine the best route to travel from one location to another and provide estimate times for arrival.

Effectively respond to emergencies on and around the bus.

WORKING CONDITIONS:

Requires operating a bus for extended periods of time.

Requires heavy lifting, pushing, climbing and crouching while assisting and securing passengers and equipment.

Exposure to adverse weather conditions.

Noise and fumes in bus operation.

Exposure to hazardous materials such as various types of fuel, fumes and special medical waste.

MINIMUM QUALIFICATIONS:

High school education and one year experience in the operation of a transit bus or van.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying. Past experience working with elderly and disabled persons preferred.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Arizona Class C Commercial Driver's license with Passenger endorsement.

Weekend and call back duty required.

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.