



JOB ANNOUNCEMENT



P/T VEHICLE OPERATOR COMMUNITY SERVICE CENTER

Posting Date:	September 7, 2016	Job Code:	PT-0001-206
Closing Date:	Open Until Filled	Grade:	0001 – Non-Exempt
Pay Range:	Hourly: \$12.00	Work Status:	Part Time

This position is classified as safety-sensitive. Incumbent will be subject to random drug/alcohol testing.

JOB SUMMARY

Operates public transit vehicles to provide safe and timely transportation to the general public and special populations on the fixed route and demand response transit services. Uses electronic tablets programmed with Route Match software to collect and record passenger fares, boarding, alighting vehicle status and other data.

MAJOR JOB RESPONSIBILITIES

Transports general public, which may include senior citizens, persons with disabilities, and other passengers from designated locations to facilities such as day-care services, doctors' appointments, shopping centers, social events, etc.

Assists passengers in boarding and disembarking from vehicles.

Ensures safety of passengers while riding on transit system.

Collects cash fares and coupons. Sells coupons and other transit mediums.

Manages vehicle and passenger schedules to ensure no less than 90% on-time performance within any given shift.

Accurately enters data on electronic tablet loaded with RouteMatch software to records data on services delivered, including fares collected, miles driven, passengers transported, destinations, contract riders transported, and gas/oil used. Monitors condition of vehicles and ensure proper maintenance and upkeep.

Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High School or G.E.D.

One year experience in driving a van required.

Insurance requires minimum age of 21.

Licenses and Certifications:

Class B Commercial Driver's License (CDL) with Passenger Endorsement is required. However, in the absence of the Class B CDL with Passenger Endorsement, the candidate must have a Class B Commercial Driver's permit and then must obtain a Class B CDL with Passenger Endorsement within 6 months from the date of hire. Candidate must also have a satisfactory Motor Vehicle Record (MVR).

CPR Certification desirable.

Due to the safety-sensitive nature of this position, incumbents will be subject to random drug testing.

Knowledge, Skills, and Abilities:

Knowledge of the geography of the Gainesville and Hall County including major streets and landmarks.

Knowledge of safe driving techniques.

Knowledge of automotive and equipment repair and maintenance.

Ability to deal courteously and diplomatically with elderly and handicapped members of the general public.

Ability to follow both written and verbal instructions.

Ability to provide assistance in boarding and disembarking from vans.

Due to the safety-sensitive nature of this position, incumbents will be subject to random drug testing.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including mainline buses, vans, and calculators. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty-five pounds of force frequently. Physical demand requirements are at levels of those for medium work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires ability to read a variety of service notices, orders, schedules, assignment sheets, maps, informational documentation, directions, instructions, and methods/procedures. Requires the ability to prepare service notices, correspondence, work assignments, manifests, route descriptions, ride and time check sheets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; and utilize and determine percentages.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes while operating a mainline bus, van, calculator, and bill and coin counting machines.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as mainline buses, vans, calculators, and bill and coin counting machines. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress in daily work activities, and considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
