

**ROGUE VALLEY TRANSPORTATION DISTRICT**  
**Job Description**  
**May 2018**

**Job Title:** Transit Operator/Transit Operator Extra Board  
**Department:** Operations/Transportation  
**Reports To:** Field Supervisor/Transportation Manager  
**FLSA Status:** Non-Exempt Union (**Guaranteed 60 hours per 2-week pay period**)

**SUMMARY**

This is a skilled position that involves both the operation of a public transit vehicle and a high level of public contact and customer service. Transport passengers over specified routes according to the time schedule by performing duties that follow. The Extra Board Operator (part-time) is on call and they must be available for all shifts with short notice. The position requires the ability to be directly contacted and respond to calls seven days a week. There is no guarantee of days off. The Extra Board Operator may be required to work overtime daily and/or weekly. All Operators are hired as Extra Board Operators and move into full-time Operator positions by seniority as they become available.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide the highest level of customer service.
- Act as a positive representative of the District.
- Operates public transit vehicles in accordance with established safety standards and traffic laws of the State of Oregon.
- Operates public transit vehicles over a prescribed route in accordance with the designated schedule.
- Operates electronic fare box and collects cash fares
- Accurately and consistently record all passenger boardings, run-time, and run-number either manually or using keyboard of electronic fare box.
- Accurately and consistently records information required by Federal regulations as directed by supervisor.
- Assists passengers with disabilities in accordance with the Americans with Disabilities Act (ADA) requirements.
- Regulates heating, lighting, and ventilating systems for passenger comfort.
- Responds politely and respectfully to public inquiries with information about District operations.
- Performs pre-trip and post-trip vehicle inspections as required by Federal regulations.

- Performs minor housekeeping tasks in vehicle to assure vehicle presents a positive image.
- Recommends improvements to the Supervisor that will enhance the efficiency or image of route services.
- Complies with Federal, State and local traffic regulations. Reports delays or accidents.
- Reports all mechanical problems to maintenance as soon as possible.
- Complies with all District policies and procedures.
- Follows safe work habits and report any unsafe conditions to a supervisor.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the job. Typical qualifications would be:

- Three (3) years of driving experience.
- Outstanding driving record with no suspensions or convictions for other than minor violations.
- Excellent customer service skills working with people from all walks of life including people with disabilities and seniors.

Must have ability to understand and follow written and oral instruction and to exercise independent judgment. Excellent references.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain a minimum valid Oregon class "B" CDL w/ passenger and air brake endorsements, and maintain a valid medical card. Provide a DMV "court report" of driving record. Must pass a required pre-employment physical and FTA required drug test.

## **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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to assist persons with disabilities onto and off of the lift, sometimes pushing an occupied manual wheelchair and is required to secure mobility devices using a four-point wheelchair securement system. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 is regularly exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually loud.