

CITY OF RIO VISTA
TRANSIT OPERATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, operates the City bus; continuously modifies routes to accommodate passenger needs; ensures passenger safety; collects fares; performs minor aesthetic maintenance; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Transit Operator** is a journey level class. Positions in this class are responsible for the safe, timely and friendly conveyance of passengers while operating a vehicle.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Finance. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Operates the City bus; modifies routes and pick-up and retrieval times for efficiency and passenger convenience.
- Assists passengers with boarding or disembarking; operates hydraulic lift.
- Drives with due regard to the safety and comfort of passengers and motorists in a spectrum of weather conditions.
- Collects fares, makes change, and keeps records of amounts collected; collects, tabulates and reports ridership and farebox data; advises the City Council and Director of Finance regarding fare pricing; maintains daily trip logs.
- Answers questions regarding routes and time schedules of various local transit systems.
- Reports equipment and vehicle deficiencies to the Public Works Mechanic; conducts daily vehicle checks as prescribed by state standards.
- Ensures equipment is in a clean and sanitary condition at all times.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when driving vehicles. The need to lift, push and pull objects weighing 25 pounds or more is also required for assisting passengers with boarding and unboarding. Additionally, the incumbent in this position works in all weather conditions including wet, hot and cold. The incumbent may use petroleum and cleaning products which could expose the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to drive motorized vehicles and work in heavy vehicle traffic conditions which subjects the employee to mechanical and electrical hazards.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Transit Operator**. A typical way of obtaining the required qualifications is to possess the equivalent of two years increasingly responsible transit related experience.

License/Certificate:

Possession of a Transit Bus Driver's Certificate.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Practices, methods and materials used in the operation of public transportation; operation, care and preventive maintenance techniques for vehicles; provisions of the California Vehicle Code and other ordinances and rules involved in safe automotive operation on City streets; occupational hazards and standard safety practices; basic record keeping practices.

Ability to:

Read and interpret maps and technical manuals; inspect vehicles for possible mechanical and other safety concerns; collect fares; keep accurate records; ensure safe working practices; work independently; understand and follow oral and written instructions; communicate clearly and concisely; establish effective working relationships with those contacted at work; respond to issues and concerns from the community.

Skill to:

Safely and effectively operate public transportation vehicles.