



**CITY OF WATERTOWN, NEW YORK
MUNICIPAL CIVIL SERVICE COMMISSION**

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PLEASE POST CONSPICUOUSLY

**CITY OF WATERTOWN
ANNOUNCES
APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF
TRANSIT OPERATOR (Full Time and Part Time)**

LOCATION: City Bus
HOURLY RATE: \$18.48/ hr

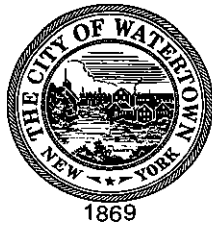
A complete job description is attached. Please note "Special Requirements."

Full-time positions are guaranteed:

40 hours per week
Competitive annual wage increases
One of the most affordable and best health insurance policies in the region
Time off including generous sick and vacation leave
Access to dental and vision coverage
Participation in the NYS Retirement System with a defined benefit pension
Access to tuition assistance

Part-time positions are guaranteed:

Competitive annual wage increases
Participation in the NYS Retirement System with a defined benefit pension



Transit Operator

Job Specification
Classification: Non-competitive
Series: Transit
Level: 3 of 3

DISTINGUISHING FEATURES OF THE CLASS: Responsible for transporting passengers between designated bus stops on an assigned route. Responsibilities include inspecting vehicle before use; fueling vehicles; selling ride tickets; collecting fares; and answering questions from the public. Assignment may require cleaning buses at the end of routes. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Operates a city bus on an assigned route; ensures safety and compliance with traffic laws, rules, and regulations.
- Prepares and checks pre-trip and post-trip paperwork; inspects bus for problems or concerns before use, reports any issues or problems.
- Educates riders on the use and operation of the GENFARE system.
- Responds to concerns and questions from the passengers, sell ride tickets, gives directions, assists in reading bus schedules, and helps handicapped individuals. Change route signs for correct time and location.
- Performs preventative maintenance checks of fluids, belts, and other minor issues; may be responsible for cleaning interior and/or exterior of bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Traffic laws, rules, and regulations;
- Customer service skills when assisting citizens on and off bus;
- Possesses the knowledge to perform basic mathematical calculations;
- General preventative maintenance practices.

Ability to:

- Operate vehicle safely, efficiently in all weather conditions and adhere to a strict timetable;
- Operate lift to allow wheelchairs into bus; secure wheelchair passengers and check for safety;
- Follow and understand oral and written instructions;
- Provide customer service to a variety of individuals;
- Complete required paperwork and logs;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

DRIVER'S LICENSE REQUIREMENT: Must possess and maintain a valid NYS CDL Class B with "P" endorsement. Candidates must satisfy the requirements contained in Article 19-A of the New York State Vehicle and Traffic Law.

Classification history:

Revised: 11/19/2021*, 11/16/2021

*Title changed from Bus Driver