



Senior Transit Operator

Job Specification
Classification: Competitive
Series: Transit
Level: 2 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the second level of the Transit series and is responsible for operating a transit bus and completing administrative responsibilities related to the operations of the department. Responsibilities include conducting training; calculating ridership and mileage for reports; and coordinating repairs and maintenance of buses. Acts for the Transit Supervisor when delegated to do so. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Serves as a lead to staff to include assigning and monitoring work and providing direction.
- Operates a City bus on an assigned route; ensures safety and compliance with traffic laws, rules, and regulations.
- Collects fares from other drivers, prepares daily reports of mileage and total monies received.
- Coordinates repairs and maintenance of buses; determines changes in bus schedules or routes as needed to accommodate maintenance.
- Responds to questions and concerns from drivers, citizens, and senior staff; offers technical advice and help for other drivers, and reports concerns to senior staff.
- Prepares monthly, quarterly, and annual reports related to routes, mileage and ridership; gathers information and uses basic calculations to develop reports.
- Conducts training and road tests for new drivers; ensures all drivers meet safety standards and operates according to standard traffic rules and regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Scheduling practices for scheduling drivers and bus maintenance;
- Traffic laws, rules, and regulations;
- Customer service skills when assisting citizens on and off bus;
- Basic mathematical calculations for calculating general totals;
- General preventative maintenance practices.

Ability to:

- Provide work direction and feedback;
- Prepare a variety of reports related to bus mileage and ridership;
- Follow and understand oral and written instructions;
- Provide customer service to a variety of individuals;
- Perform simple calculations and provide change when needed;
- Complete required paperwork and logs;
- Provide training and instruction to new drivers;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher and 2 years of experience in the operation of a bus and in scheduling and dispatching bus services; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 4 years of experience in the operation of a bus and in scheduling or dispatching bus services.

Licensing requirements: Valid NYS CDL Class B with "P" endorsement and possession of 19A Certification as an Examiner by the New York State Department of Motor Vehicles by the end of probationary period.

SPECIAL NECESSARY REQUIREMENT:

May be required to be certified by the NYS Department of Transportation through the BAITFISH program. If certification is required, must maintain certification for continued employment.

Classification history:

Adopted: 7/15/1997

Revised: 12/17/2002; 4/17/2012*

*Title changed from Head Bus Driver