



REGULAR TRANSIT DRIVER, PART-TIME

Non-Exempt
Safety Sensitive
Agency Shop

Salary: \$16.63 - \$22.28 hourly with benefits

Filing Deadline September 2, 2016, 4:00 P.M.

THE POSITION:

Operates vans and automobiles providing scheduled, special and dial-a-ride transit services for the public; provides customer service and presents a positive image of the transit system to the public; picks up and delivers transit patrons; assists disabled patrons in boarding and disembarking; inspects vehicles and equipment for safe operating conditions; adds fluids, air and makes minor adjustments as necessary; reports the need for maintenance and repair work; checks schedules and routes; notes detours for road closures or special pick-ups; makes prompt, accurate accident and incident reports as necessary; responds to dispatcher assignments as received; compiles statistical data on passengers served; collects and accounts for fares; responds to customer inquiry or complaints regarding service; provides information and resolves problems; operates transit vehicles safely and provides passenger service under a variety of weather and road conditions; prepares and maintains a variety of records and statistical reports related to the work; provides office support assistance as assigned; provides first-aid assistance as necessary; may serve as relief Transit Dispatcher.

MINIMUM QUALIFICATIONS:

Education and Experience: Six months of experience in EITHER working with the public OR driving a van or other vehicle.

Knowledge of: Safe driving practices related to the operation of light public transit vehicles; safety regulations and Vehicle Code provision governing the work; methods and techniques of operator maintenance and vehicle safety inspection; county road systems and geography; basic first-aid techniques; basic office support practices.

Skill In: Operating light public transit vehicles skillfully and safely; understanding and following written and oral instruction; presenting a positive public image of the transit system; responding decisively and effectively in emergency situations; reading and interpreting maps and schedules; preparing accurate and concise records and reports; maintaining schedules on assigned routes; establishing and maintaining effective working relationship with those encountered in the course of the work.

Special Requirements: Must possess a valid Class C California Driver's License and a safe driving record. Must obtain a Class B Drivers license and pass Department of Justice

background check within 30 days of appointment as a Transit Driver. Must have a verifiable past work history and pass a medical and drug screen test. Must be willing to work early morning, evening, weekend, holiday and split shifts as required. Must be willing to respond to emergency circumstances as required.

Other Job Demands: Work is primarily performed outside. While performing the duties of this job, the incumbent must regularly hear, sit, reach with hands and arms, and use leg/foot to reach or handle controls. Physical effort, finger and manual dexterity are regularly needed to drive non-power steering vehicles and to operate door and dispense transfers. The incumbent must frequently talk, walk, and use hands to handle or feel objects or controls. Occasionally required to stoop, lift up to 40 pounds, push or pull and climb stairs. Specific vision abilities required by this job include near and distance vision, color vision, night vision, peripheral vision, depth perception and the ability to adjust focus. The incumbent is regularly exposed to fumes, odors, and moderate noise.

APPLICATION AND SELECTION PROCEDURES:

It is the responsibility of the applicant to ensure delivery of the completed application to the El Dorado County Transit Authority office at 6565 Commerce Way, Diamond Springs, CA 95619. El Dorado County Transit Authority applications must be used. **A current Department of Motor Vehicle printout of your driving record must accompany your application, run no more than 60 days prior to the date your application is received by Human Resources.** Resumes may be attached but may not be substituted for any portion of the application. All completed applications will be reviewed and the most suitable qualified applicant, based upon the information provided on their application, will be invited to participate further in the examination process. Depending on the number of qualified candidates the examination process may include application screening, skills testing, and/or oral interviews.

Agency Shop Requirement: This position is represented by the Operating Engineers Local Union No. 3, and payment of union dues or an equivalent service fee is a condition of employment.

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER