

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: TRANSIT OPERATOR

SCOPE OF RESPONSIBILITIES:

A Transit Operator is responsible for providing safe, courteous and on time transportation to the general public in a variety of mass transit vehicles.

SUPERVISED BY: MANAGER OF FIXED ROUTE TRANSPORTATION SERVICES
MANAGER OF PEAK & REGIONAL TRANSPORTATION SERVICES

PRINCIPAL RESPONSIBILITIES:

- Operate assigned vehicle in a safe, courteous and timely manner, with the goal of satisfied and loyal customers
- Read, interpret and follow work assignment instructions; deviate from these instructions only as instructed to by management, and maintain required schedule of MTA
- Perform pre- and post-operation vehicle inspection; Record any physical deficiencies on required form
- Operate lift and/or ramp-equipped vehicles
- Board, secure (as required by MTA procedures) and discharge passengers in safe and efficient manner; must have concern and consideration for handling of the elderly and mobility handicapped
- Collect passenger ridership and farebox revenue data as prescribed by MTA procedures
- Operate communications equipment according to prescribed FCC and MTA rules and regulations
- Be courteous, considerate and dependable while in service
- Wear and maintain prescribed MTA Operator's uniform, and maintain a clean, well-groomed appearance at all times
- Be punctual and report for duty in the prescribed manner
- Participate in training and safety programs as directed and meet MTA standards and procedures
- Report all incidents or accidents and complete the required forms
- Maintain consistent and effective Operator – Management working relationship
- Perform other duties assigned

MINIMUM ACCEPTABLE EMPLOYMENT REQUIREMENTS

- Great customer service skills
- A valid Michigan Driver's License with the ability to obtain a CDL license
- Ability to read, interpret and follow written instructions
- Knowledge of traffic codes, rules, and regulations. Must have the ability to operate vehicles in a safe manner in full compliance with local and State traffic laws and ordinances.
- Knowledgeable of geography of City of Flint and Genesee County
- Ability to pass a Department of Transportation physical and drug screen, criminal and

- reference checks
- Ability to attend work regularly and work under stressful conditions
- Ability to work in a Team Environment

MINIMUM ACCEPTABLE JOB PERFORMANCE STANDARDS

- Maintain continuous professional attitude, appearance and conduct at all times
- Maintain continuous awareness and concern for the safety and well-being of every passenger
- Maintain constant care in the use of all Mass Transportation Authority equipment
- Maintain sound judgement in determining and reporting all pull-offs, incidents or accidents and equipment defects
- Adhere to required radio courtesy and procedures
- Maintain prescribed MTA Operator’s uniform; maintain a clean, well-groomed appearance at all times
- Comply with all Mass Transportation Authority rules and regulations and contractual requirements
- Be punctual and report for duty in the prescribed manner
- Meet standards required by Mass Transportation Authority Drug and Alcohol Program, including no addiction to alcohol or drugs
- Maintain an excellent driving record

PHYSICAL REQUIREMENTS:

- Ability to lift and/or move up to 50 pounds. Daily use of hands and fingers to handle or feel objects, tools or controls.
- Reaching with arms and hands, walk, climb or balance; stoop, kneel, crouch. Vision requirements are distant, close-up, peripheral and depth perception. Ability to focus.
- Perform duties in outside exposed weather of extreme cold or heat or wet and humid conditions. Some vibration and moderate exposure to mechanical parts.
- Ability to safely fit behind the steering wheel of the standard vehicle operated by MTA.

WAGE RATE

- Substitute: \$17.99 per hour, No benefits
- Part-time: \$17.99 per hour, Optional Benefits
- Full-time: \$19.39 per hour plus benefits **or**
\$19.39 per hour plus monthly opt-out pay in lieu of benefits

APPLICATION SUBMITTAL:

Apply in person at the MTA Administration Building, 1401 S. Dort Hwy., Flint **OR** at any MTA location. Submit resumes to jobs@mtaflint.org. MTA is an equal opportunity employer!

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.