



## **JOB DESCRIPTION**

## **CITY OF SILVERTON, OREGON**

**Job Title: Transit Operator**

<b>Class Title:</b> Transit Operator	<b>Supervisor:</b> Community Development Director
<b>Department:</b> Community Development	<b>Supervises:</b> None
<b>FLSA Status:</b> Non-Exempt	<b>Bargaining Unit:</b> None
<b>Type:</b> Part Time	<b>Effective Date:</b> November 2012
<b>Review Date:</b> February 2024	<b>Revised Date:</b> February 26, 2024

**GENERAL POSITION SUMMARY:** Responsible for transporting passengers and driving the City's Silver Trolley consisting of a minivan, full size van, and fourteen (14) passenger bus.

### **ESSENTIAL FUNCTIONS:**

- Operate Silver Trolley, provide passengers with curb-to curb service, safely transport passengers, and adhere to schedule as provided by dispatch.
- Collect cash donations and turn in daily fares to the Finance Department. Maintain daily vehicle inspection and rider logs for grant reporting purposes.
- Provide assistance to riders with disabilities or special needs including assistance with walkers and door-to-door transport of bags or packages up to 25 lbs.
- Safely load and unload riders that utilize wheelchairs. Properly secure wheelchairs and safely operate the wheelchair lift.
- Routinely clean trolley to ensure safe and healthy environment for riders.
- Maintain professionalism and provide excellent customer service to riders.
- May provide transit service for special events.

### **NON-ESSENTIAL FUNCTIONS:**

- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- o Graduation from a high school or GED equivalent, supplemented by two (2) years of bus or commercial driving experience.
- o Valid state of Oregon driver's license.
- o Obtain current training and remain in good standing in accordance with Oregon Department of Transportation (ODOT) and Federal Transit Authority (FTA) standards.

**KNOWLEDGE REQUIRED:**

- o Thorough understanding of State driving laws.
- o Understanding of transit related issues and concerns.
- o Knowledge in dealing with disabled and special needs passengers.
- o Knowledge of Defensive Driving Techniques.

**SKILLS REQUIRED:**

- o Ability to safely operate a 14-passenger bus in an urban setting.
- o Ability to use hands-free cell phone and remain in communication with dispatch.
- o Ability to use all bus-related equipment, including a wheelchair lift.
- o Maintains effective communication and builds positive relationships with co-workers and citizens.
- o Provides excellent Customer Service in a friendly and helpful manner.

**PHYSICAL ACTIVITIES/REQUIREMENTS:**

See Attached