



CITY OF SILVERTON

JOB ANNOUNCEMENT 24-04

The City of Silverton is an Equal Opportunity Employer

Job Title	Transit Operator
Job Hours	This is a part time/on call position. Operational hours for the Silver Trolley are Monday - Friday 9:00 a.m. to 4:30 p.m.
Hourly Range	\$19.4397 to \$24.8106 per hour
Benefits	The City complies with Oregon's Sick Leave Law and provides up to forty (40) hours per year of paid sick time.
Location	Silverton City Hall, Community Development Department 306 S. Water St., Silverton, OR 97381
Application Dates	<ul style="list-style-type: none">• Open – February 28, 2024• First review will take place March 18, 2024• Position open until filled.
To Apply	Please visit www.silverton.or.us/jobs for application materials and complete job description. Applicants should attach all of the following and submit to HR@silverton.or.us or deliver to City Hall: 1. Completed City of Silverton Employment Application
Veterans' Preference	Candidates eligible for Veterans' Preference must complete a City Veterans' Preference Form (available with City of Silverton Application) and include appropriate documentation to receive Veterans' Preference points.

The City of Silverton is committed to building a community where people thrive, have a sense of safety, connection, and belonging, so everyone is honored and celebrated for the richness in diversity they bring. We encourage applicants of diverse backgrounds and lived experience to apply.

Ready to steer your career in the right direction? Hop aboard and drive change with us!

The Silver Trolley is managed and operated by the [Community Development Department](#) and provides transportation to our special needs population, youth, seniors, and the general public within the Silverton city limits and/or urban growth boundary.

The Trolley promotes access to facilities and services such as:

- Non-Emergency Medical Appointments;
- Local Shopping;
- Local Dining; and
- Other personal trips in town.

TO APPLY:

Fill out our City of Silverton Employment application and submit it to HR@silverton.or.us or deliver to City Hall located at 306 S. Water Street, Silverton, OR 97381

Position Summary: *(Refer to the job description for a detailed list of duties and working conditions)*

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

Minimum Qualifications

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

Other Requirements

- Must pass pre-employment drug test.
- Must pass pre-employment background check.

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.

Knowledge Required

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