CITY OF WATERTOWN, NEW YORK

MUNICIPAL CIVIL SERVICE COMMISSION
CITY HALL, ROOM 201B
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7733
FAX (315) 785-7737

1869

COMMISSION

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ROSE FRATTALI, COMMISSIONER
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AMIE L. DAVIS
EXECUTIVE SECRETARY

PLEASE POST CONSPICUOUSLY

CITY OF WATERTOWN

ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

TRANSIT OPERATOR, PART-TIME

DATE POSTED:	**December 9, 2016**
CLOSING DATE:	**December 30, 2016**
LOCATION:	**City Bus**
ANNUAL SALARY:	**$15.40/ hr**

Interested persons should complete a civil service application and submit to:

Civil Service Commission
Room 201B, Municipal Building
245 Washington Street
Watertown, New York 13601

A complete job description is attached. Please note "Special Requirements."

Amie Davis
Executive Secretary

Transit Operator

Job Specification
Classification: Non-competitive
Series: Transit
Level: 3 of 3

DISTINGUISHING FEATURES OF THE CLASS: Responsible for transporting passengers between designated bus stops on an assigned route. Responsibilities include inspecting vehicle before use; fueling vehicles; selling coupons and tickets; collecting fares; and answering questions from the public. Assignment may require cleaning buses at the end of routes. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Operates a City bus on an assigned route; ensures safety and compliance with traffic laws, rules, and regulations.
- Prepares and checks pre-trip and post-trip paperwork; inspects bus for problems or concerns before use, reports any issues or problems.
- Sells coupons to passengers and collects payment as needed.
- Responds to concerns and questions from citizens aboard bus; gives directions, assists in reading bus schedules, and helps handicapped individuals. Change route signs for correct time and location.
- Performs preventative maintenance checks of fluids, belts, and other minor issues; may be responsible for cleaning interior and/or exterior of bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Traffic laws, rules, and regulations;
- Customer service skills when assisting citizens on and off bus;
- Basic mathematical calculations for providing change;
- General preventative maintenance practices.

Ability to:

- Operate vehicle safely, efficiently in all weather conditions and adhere to a strict timetable;
- Operate lift to allow wheelchairs into bus; secure wheelchair passengers and check for safety;
- 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;
- 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: High School diploma or GED with 1 year of experience operating a related vehicle.

Licensing Requirements: Valid NYS CDL Class B with "P" endorsement. Candidates must satisfy the requirements contained in Article 19-A of the New York State Vehicle and Traffic Law.

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:
Revised: 4/17/2012*

*Title changed from Bus Driver