

County of Grundy – Job Posting Grundy Transit System



Date of Posting: December 12, 2019
Applications Accepted Until: Posted Until Filled
Job Title: GTS Bus Operator
Department: Transit
Employee Status: Part-Time, Non-Exempt
Salary Range: \$12.50/hr.

SUMMARY:

A GTS Bus Operator is responsible for the safe, friendly, reliable, efficient transport of passengers and/or movement of vehicles as dispatched to them by the GTS Dispatcher(s). This position is under the direct supervision of the Dispatcher on duty and the Director and is required to work hours designated hours with periodic overtime, including evenings, weekends, and odd hours. This position routinely handles highly sensitive and/or confidential information and will represent GTS in a variety of capacities. This position is contingent upon grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide safe and efficient transportation to GTS passengers.
2. Represent GTS in an upright and conscientious manner on any and all occasions.
3. Obeys all traffic laws.
4. Observes safety regulations.
5. Maintains a safe driving record.
6. Exercises diligent care in all tasks.
7. Operate County Transit vehicles and equipment under varied environmental conditions at all times and places designated by the Dispatcher and/or Director.
8. Report to and be directly responsible for vehicle and passenger movements.
9. Assist and care for passengers and their possessions boarding, aboard, and alighting from vehicles.
10. Collect and be responsible for fares aboard vehicles.
11. Record trips, mileage, fuel, hours worked, and other daily log information required by management.
12. Bus Operator's should have the physical ability to assist riders to and from the vehicle, if needed.
13. Complete training as determined by GTS and IDOT.
14. Fuel vehicles.
15. Properly secure passengers, including those passengers with assistive devices such as various mobility devices.
16. Conduct pre- and post-trip safety inspections, as well as monitor bus maintenance and cleanliness.
17. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of:

- Roads, streets, development, and neighborhoods in the GTS service area.

- Methods, materials, and equipment used to provide for an effective transportation program.
- Laws and regulations governing the transportation of passengers.
- Record keeping procedures.
- Customer service practices and procedures.
- Rules, regulations, practices, and procedures affecting transit safety.
- Public transit practices and procedures.

Skills:

- Bus Operator's shall have good communication skills, including the ability to read schedules, the ability to write/spell accurately, and the ability to speak clearly and accurately through radio communications and with passengers.
- Excellent customer service and people skills, including having sufficient strength to assist passengers, carry cargo and to handle mobility devices in adverse conditions (rough terrain, bad weather, emergencies, etc.).
- Attention to detail – must be extremely detail oriented.
- Must demonstrate and exercise responsible decision making skills.

Ability to:

- Pass a pre-employment drug screen, background check, and DOT physical.
- Pass random drug and alcohol tests.
- Focus and multi-task competently, as this position requires attention of several tasks going on at the same time.
- Work cooperatively with other GTS employees and members of the public.
- Be reliable, patient, cooperative, and work well under stress.
- Work safely without presenting a direct threat to self or others.
- Work well independently.

MINIMUM REQUIREMENTS:

1. High School diploma or GED.
2. Must possess at valid Illinois Driver's License.
3. Good driving record, including not having been convicted of reckless driving within three years of the date of employment.
4. Must be at least 21 years of age.
5. Ability to use a Push-to-Talk phone (provided).
6. No previous work experience as a transportation driver is required; however community or public transportation experience in a comparable organization performing related responsibilities and tasks is a plus.

PHYSICAL REQUIREMENTS:

The physical ability to pass a DOT physical with standards for a public transit driver. The physical ability to perform essential job functions including, but not limited to, sitting for extended periods of time, standing, walking, stooping/bending, kneeling, reaching, pushing/pulling (approximately 50 lbs.), lifting (approximately 30 lbs.), and climbing stairs. Perform duties in outside exposed weather of extreme cold or heat or wet and

humid conditions. Some vibration and moderate exposure to mechanical parts will occur. Must meet the medical requirements in accordance with the FMCSR (49 CFR 391.41 – 391.49). Vision and hearing unimpaired. Full and complete use of all limbs to operate controls. Must be able to comfortably and safely board, sit in, and maneuver throughout the vehicle.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL DUTIES:

Work is performed frequently to constantly while inside passenger vehicles. Seldom to occasional outdoor work is required to assist passengers as needed. Bus Operator's must meet appearance standards as set in GTS policy. Constant vibration while driving the bus will occur. There will be moderate, frequent noise while on the bus. Dust, vapor, fume exposure will occur occasionally. Exposure to extreme weather will occur seldom - occasionally.

EQUIPMENT USED:

A variety of transportation vehicles will be used including 14 passenger buses and 12 passenger buses, mobility lifts, and Push-To-Talk cell phones.

TO APPLY:

Send resume to HR@grundyco.org with "GTS Bus Operator" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450

No Phone Calls Please.