



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Transit Operator  
Department: Transit  
FLSA Status: Non-Exempt  
Job Code: 3569  
WC Code: 7380  
Effective Date: January 1, 1991  
Last Revised: July 1, 2015  
Pay Grade: A10  
Union: AFSCME

#### SUMMARY

Transports the general public along JCT's fixed route services; transports disabled clients/senior citizens and all other program clients to and from appointments and daily activities; does related work as required. An employee in this position is also responsible for transporting disabled/elderly clients on demand response services as assigned. Work is performed under the supervision of the Transit Program Supervisor.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Prior to driving a transit vehicle, checks for mechanical soundness of various interior and exterior operating systems using a pre-trip checklist. Performs post driving inspections in accordance with Federal Transit Administration guidelines.
2. Notifies dispatch in all cases of mechanical failure, on time performance, or to accommodate special circumstances.
3. Picks up and drops off the general public and disabled clients/senior citizens on a daily basis along established fixed routes or in accordance with the dispatch log.
4. Assists passengers when boarding/de-boarding a transit vehicle in accordance with the Americans with Disability Act (ADA).
5. Adheres to all policies regarding transit vehicles operating along fixed routes and for demand response services. This includes safely driving a passenger vehicle in accordance with all state and federal requirements.
6. Maintains knowledge of all fixed routes, stop locations, stop and cross connection times.
7. Maintains knowledge of all federal operating parameters when providing demand response services in accordance with the ADA.

8. Reports all accidents and completes required reports.
9. Completes necessary paperwork, to include maintenance and service records.
10. Performs other duties as assigned by supervisor.

#### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Knowledge of safe driving practices, laws, rules, regulations and precautions related to operating a vehicle; traffic signs and devices; safe motor and vehicle driving techniques; state rules regarding traffic safety and passenger loading is required. Must possess the ability to communicate effectively; observe safety regulations; exercise sound judgment in varying weather and traffic conditions; maintain records; maintain effective working relationships with other employees, volunteers and clients/senior citizens; work independently; and coordinate schedules.

#### EDUCATION AND EXPERIENCE

High school graduation or equivalency and two years related experience; or a satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Basic knowledge of safety practices, laws, rules, regulations and precautions in operating a vehicle.

#### JOB IMPACT

Consequences of error could include damage or loss of the van or injury or death of a client/senior being transported; both would result in a financial loss to the County.

#### TYPICAL PROBLEMS ENCOUNTERED

Winter road conditions could be hazardous in driving the van. There is the possibility of flat tires or mechanical breakdowns. Behavioral or medical problems may be encountered with the clients/seniors being transported.

#### JOB CONTACTS

Contacts are with the general public, which includes developmentally/physically disabled individuals and senior citizens.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to work as a team and willingness to support and backup fellow shift employees.

#### OTHER SKILLS AND ABILITIES

Organizing and managing time; operation of van in a safe manner.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid Oregon Driver's License, and safe driving record. Must possess a current CDL with passenger endorsement or the ability to obtain within 30 days of hire.

#### BACKGROUND INVESTIGATION

Those employed in this position shall be subject to a background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification. Pre-employment alcohol and drug testing, and ongoing testing in accordance with the Federal Transit Authority, is required.

#### WORK ENVIRONMENT

The majority of work is performed driving a van in the picking up and dropping off developmentally disabled clients/senior citizens. Dangerous weather conditions such as fog, ice and snow are frequently encountered. The position requires the ability to work with individuals who have a variety of different physical/medical conditions. The position required the driver to assist those he/she is transporting into the van and to their seat when necessary. The position is impacted by repetitiveness.

#### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Keyboard Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: For Driving	
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes	
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:	

#### Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>