



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Transit Operator - Assistant  
Department: 34 Transit  
FLSA Status: Non-Exempt  
Job Code: 320A  
WC Code: 9410  
Effective Date: April 24, 2009  
Last Revised: July 1, 2018  
Pay Grade: A13  
Union: AFSCME

#### SUMMARY

This position is responsible for transporting Josephine Community Transit (JCT) passengers on both the fixed route and demand response system on an as needed basis. This individual will also aid with scheduling and dispatching services for the JCT program and perform other clerical duties as needed and/or assigned. An employee of this class is responsible for the transportation of Josephine County citizens to and from appointments and activities on a daily basis. Provides assistance with scheduling and dispatching services for JCT and coordinates with other transportation providers. Provides assistance with routine clerical related work such as data entry, filing, recordkeeping, reconciling cash boxes, and receptionist. Work is performed under the supervision of the Transit Program Supervisor.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all 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.)

#### TRANSIT OPERATOR DUTIES:

1. Responsible for providing demand response rides for the Dial-a-Ride system during times of higher than normal trip requests. Is also responsible to act as a fixed route driver fill-in when needed in staff shortages or accommodating special circumstances.
2. Prior to driving a transit vehicle, checks for mechanical soundness of various interior and exterior operating systems using a pre-trip check list. Post driving inspections are also performed in accordance with Federal Transit Administration guidelines.
3. Notifies the dispatch in cases of mechanical failure, on time performance, or to accommodate special circumstances.
4. Picks up and drops off the public and disabled clients/senior citizens daily along established fixed routes or in accordance with the dispatch log.
5. Assists passengers when boarding/de-boarding a transit vehicle in accordance with the Americans with Disability Act (ADA).

6. 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.
7. Maintains knowledge of all fixed routes, stop locations, stop, and cross connection times
8. Maintains knowledge of all federal operating parameters when providing demand response services in accordance with the ADA.
9. Reports all accidents and completes required reports.
10. Completes necessary paperwork, to include maintenance and service records.
- 11.. Other duties as assigned by the supervisor.

#### TRANSIT ASSISTANT DUTIES:

1. Answer multi-line phone system and provide general information regarding JCT's transportation services. Receive information from callers and schedule rides as necessary. Respond to driver inquiries over the radio system. Also, assist and direct drivers with operational issues as needed.
2. Assist in the collection of various data for project tracking and program reporting. Provide reports as requested.
3. Provide pass sales to the public and various agencies on a daily, weekly, and monthly basis. Reconcile cash boxes as needed.
4. Assist in the maintenance of files and entering of information into the program database in an accurate and timely fashion.
5. Provide back up to Dispatcher/Scheduler as needed.

#### SUPERVISORY RESPONSIBILITIES

None.

#### 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. Communicate effectively in both oral and written forms; make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities; establish and maintain records, reports and statistical data; represent program in a variety of settings; maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with co-workers, customers, community partners and the public.

Safety practices, laws, rules, regulations, and precautions in operating a vehicle; traffic signs and devices; safe motor and vehicle driving techniques; state rules regarding traffic safety and passenger loading. Communicate effectively; observe safety regulations; exercise sound judgment in varying weather and traffic conditions; maintain vehicle and passenger count records; maintain effective working relationships with other employees and passengers.

#### EDUCATION AND EXPERIENCE

High school graduation or equivalency and two years related experience, including one-year experience in dispatching/scheduling rides with multiple drivers and vehicles; or a satisfactory equivalent combination of education and experience. Have considerable knowledge of community transportation resources and the streets and locations in Josephine County. Basic knowledge of safety practices, laws, rules, regulations, and precautions in operating a vehicle. Knowledge of skills and abilities to perform general office practices and procedures and the above described duties.

#### JOB IMPACT

Consequences of error could include embarrassment, legal action, or exposure to monetary loss if duties are not carried out in a timely, accurate manner.

### JOB CONTACTS

Contacts are with other county departments, social service agencies, and the public.

### LANGUAGE SKILLS

Understand and follow oral and written instructions, establish and maintain effective working relationships with social service and nonprofit agencies and senior citizens; deal courteously and tactfully with the general public; communicate effectively both verbally and in writing, and maintain records and prepared accurate reports.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; make moderately complex mathematical computations and tabulations with speed and accuracy.

### REASONING ABILITIES

Ability to organize, file and retrieve materials and documents; establish priorities and organize own workload; retrieve data from records, keep and arrange it for statistical and other reporting purposes; research problems, determine source of error and correct; understand governing regulations of assigned function; use independent judgment in making decisions within prescribed policies and procedures; maintain confidentiality.

### OTHER SKILLS AND ABILITIES

Ability to work with people with transit barriers; good organizational skills, ability to manage time, record keeping skills, operation of bus/van in a safe manner and basic computer skills.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or the ability to obtain; a valid Oregon Driver's License, Commercial Driver's License with a Passenger Endorsement, and have a safe driving record.

### WORK ENVIRONMENT

The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to a pre-employment criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Pre-employment Department of Transportation (DOT) physical, and alcohol and drug testing is required, ongoing testing in accordance with DOT guidelines.

### PHYSICAL DEMANDS

The physical requirements outlined 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. Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuously 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 type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input checked="" type="checkbox"/>	<input 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 = 25</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<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:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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"/>