

**POSITION:** Transit Operator  
**DEPARTMENT:** Transit **Position**  
**Number:** 493011 **Grade:** 22  
**Starting Salary:** \$31,684.00  
**Posted:** November 8, 2023  
**Closing Date:** November 22, 2023



### **GENERAL DEFINITION OF WORK**

Performs intermediate semiskilled work transporting citizens to designated sites, assisting with boarding and exiting vehicle, collecting fees, maintaining the vehicle, and related work as apparent or assigned. Work is performed under the moderate supervision of the Transit Operations Supervisor

### **Qualification Requirements**

***To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.***

### **ESSENTIAL FUNCTIONS**

- Operates transit vehicle on an assigned route and schedule.
- Performs daily inspections of vehicle; reports defects and/or maintenance needs.
- Transports citizens, children and the physically and mentally disabled to doctors, on business or shopping trips, outings, points of interest, employment and daycare; returns them to their homes.
- Assists passengers entering and leaving the vehicle, when necessary; carries packages for passengers when necessary; operates wheel chair lift.
- Collects fares and transfers; prepares trip records regarding fares, mileage, passengers, times, etc.
- Provides information and directions to passengers and the general public.
- Operates two-way radio and/or cell phone; reports unusual traffic conditions, bus condition, passenger emergencies or other problems.
- Uses mobile tablets to record miles and fare collections
- Works non-traditional hours including early mornings, late evenings, and occasional weekends. May require occasional overnight travel.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of regional traffic rules and regulations; thorough knowledge of the geography of the County
- Ability to operate passenger vehicles and related equipment safely and efficiently
- Ability to remain alert and to remain calm during periods of stress
- Ability to deal courteously and tactfully with the public
- Ability to keep records and prepare reports
- Ability to read, write and speak the English language
- Ability to perform simple math functions such as adding, subtracting, multiplying and dividing
- Ability to read maps
- Ability to establish and maintain effective working relationships with associates and the general public

## **EDUCATION AND EXPERIENCE**

High school diploma or GED

## **SPECIAL REQUIREMENTS**

- Valid driver's license in the State of North Carolina
- Drug and alcohol testing shall be conducted in accordance with local, State and/or Federal regulations

## **HOW TO APPLY:**

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the  
NC Works Career Center  
23 Macon Avenue  
Franklin, N.C.

### ***Mail to:***

5 West Main Street  
Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

## **AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**

**All prospective employees are subject to a criminal background check**