



City of Ridgecrest

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Employment Opportunity

TRANSIT ROAD SAFETY AND DRIVER TRAINER

Salary Range: \$13.24 – 19.13 per hour DOQ plus benefits

Closing Date: May 10, 2019

Transit Department:

Full-time hourly confidential position. Seeking self-motivated individual. Under the general supervision of the Transit Supervisor/Transit Services Coordinator, this position may require the employee to be able to perform both the duties of Transit Dispatcher and Transit Driver and to assist in transit system administration. Works a variety of hours and days of the week including split shifts. This is the mid-level class in the Bus Driver series. Employees within this class are distinguished from the Bus Driver by the performance of the full range of duties as assigned including training of Bus Drivers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Applicants must be able to adjust to new responsibilities, requirements and deadlines.

EXAMPLES OF DUTIES: Please see our website for job duties detail

- Plan and conduct classroom and behind-the-wheel training for new drivers; plan and conduct refresher and safety training for experienced drivers; document training provided in driver files
- Maintain records and statistics and enter data in a computer
- Observes driving skills and work habits of drivers in the field
- Drive bus in the transportation of passengers on a deviated fixed-route or request basis; maintain on-time service and safe operation; clean bus and perform routine bus maintenance as required
- Schedules and assigns daily bus routes and drivers in an efficient and effective routing system
- Perform related duties as assigned.

Experience:

Two years of responsible journey level experience equivalent to a Bus Driver and/or Dispatcher

Education:

High school diploma or equivalent is required. At least 21 years of age with an excellent driving record, as verified through the California State DMV department. Excellent interpersonal and communication skills are essential. Must possess a current and appropriate Department of Transportation (DOT) certification at all times.

QUALIFICATIONS:

Understanding of Federal and State Traffic laws and regulations; Understanding of ADA regulations; Principles and methods of training Safety and emergency procedures; Ability to communicate clearly and concisely both orally and in writing; Ability to train others; Ability to understand and carry out oral and written instructions; Ability to maintain a cooperative working relationship with the public and fellow employees Knowledge of first aid and emergency procedures; Ability to maintain logs, daily schedules and various records; Act quickly and calmly in emergency situations; Knowledge of operation of vans and vehicles; Understanding of and the ability to perform CDL inspections; Knowledge of local community and street system; Ability to be friendly, courteous and assist all passengers including passengers with special needs; Ability to learn operations, services and activities of a customer service program; Principles of customer service; Understanding of using radio communication equipment; Understanding of using phone systems; Understanding of basic computer systems including word and spreadsheet programs; Ability to be friendly and courteous on phone to all customers; Ability to input data in a correct manner; Ability to interpret and explain City Transit policies and procedures.

License or Certificate:

Must possess and maintain a valid California Commercial Driver's License Class B to operate 29-foot, 24 passenger vehicle or better with passenger endorsement (must be enrolled in the Department of Transportation Drug and Alcohol program) and be able to obtain a printout of an excellent driving record from the DMV. Must possess a current and appropriate DOT certification at all times. Ability to obtain a General Public Para Transit Vehicle (GPPV) required.

Apply:

Complete City employment application (available on our website) before the final filing date of May 10, 2019. APPLY AT City of Ridgecrest, City Hall – Human Resources Department or E-Mail to: prockwell@ridgecrest-ca.gov. This position is subject to a background check. Website: www.ridgecrest-ca.gov Go to careers tab, click twice. Look for job title. See Job description:

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