



POSITION: **CASUAL TRAFFIC CHECKER (PS101089)**
Must be flexible to work varying schedules and hours
at locations throughout the District's service area

SALARY RANGE: **\$16.96 per hour (no benefits) 20 hour work week**

DATE POSTED: **February 14, 2017**

CLOSING DATE: **February 28, 2017**

OPENINGS: **4 & to Create an Eligibility List**

OPEN TO: **All Qualified Applicants**

POSITION DESCRIPTION:

Under general supervision conducts various passenger and vehicle surveys, to collect data as a basis for sound and efficient scheduling of transit equipment, summarizes findings, and performs related duties as required. Compiles routine records and summaries of transit operations; makes regular contact with passengers and the general public to furnish routine information regarding transportation routes and schedules.

MINIMUM JOB REQUIREMENTS:

Training and/or Experience Requirements:

- Knowledge of geographical service areas (including, Marin, Sonoma, San Francisco counties and East Bay Richmond area) preferred
- Knowledge of basic arithmetic
- Some survey experience is desirable
- Adaptability to clerical or office work

ESSENTIAL RESPONSIBILITIES:

- Conduct traffic checks at selected locations during specific hours to obtain information regarding origin and destination of buses, route and schedule number, arrival and departure, number of passengers arriving, departing, boarding, and alighting from buses
- Record traffic and weather conditions and the effect on transit operation
- Summarize and compile data, prepare notes and maintain records; file traffic surveys and related records
- Perform basic office work including the ability to use equipment such as telephones, facsimiles and copy machines
- Gather transit data for Automatic Passenger Counting (APC) validation
- May be required to perform data entry on a computer
- Copy and file Traffic Checker related documents
- Hand out transit related information at various locations including the Golden Gate Bridge, Toll Plaza
- Know and follow the safety and health rules and safe working practices applicable to the job
- Regular and reliable attendance and performance are required.

Casual Traffic Checker (PS101089)

REQUIRED KNOWLEDGE, ABILITIES, and SKILLS:

- Communicate effectively in a professional and courteous manner with all encountered in the course of work
- Ability to perform basic arithmetic
- Ability to learn the District's transportation systems
- Ability to read maps to locate stops and/or destinations
- Ability to concentrate and give close attention to detail work
- Adhere to District's dress code
- Ability to perform work with little supervision

PHYSICAL REQUIREMENTS:

- Ability to lift up to 25 pounds
- Ability to travel throughout the District's service area using public transit
- Sit and/or stand for long periods of time
- Work outside in all weather conditions

SPECIAL REQUIREMENTS:

- Must be available to work as assigned on an average of 20 hours or more per business week.
- Schedules change on a weekly basis. Days off are subject to change.

APPLICATION PROCEDURE:

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY
RESULT IN REJECTION OF YOUR APPLICATION**

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website www.goldengate.org.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

- 1. GGBHT Application for Employment**
- 2. Resume (Scan and attach as a PDF to your online Application)**

SELECTION PROCEDURES will include:

- Assessment test
- Oral Panel Interview
- Department Interview for final candidates
- Background, Employment and Security Investigation

*****The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process. The District may convene the panel for interview process as needed to establish a reasonable pool of candidates to consider for final rounds of interviews and selection.***

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Revised 03/17/2014 SS

Revised 2/14/17 AD

**Human Resources Administration
GGBHTD
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