

# Regional Transit Job Announcement

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2810 O Street, Sacramento CA 95816 (916) 556-0298

## Route Checker

### Internal / External

**Salary:** \$19.73 - \$27.61 hourly

**Posting Date:** August 10, 2017 (Thu)

**Filing Deadline:** August 23, 2017 (Wed)

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### SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION

#### BRIEF DESCRIPTION

The purpose of this position is to collect ridership data on bus and light rail vehicles for the Federal Transit Administration and National Transit databases. This is accomplished by observing and recording passenger counts on the day-to-day operations of buses and light rail vehicles and conducting various other surveys. Other duties may include reviewing paperwork, providing feedback on service related issues, and assisting in the training of new route check employees.

Employees in this classification work a variety of shift hours, including early mornings (as early as 3:30 a.m.), late nights (as late at 12:30 a.m.) and weekends and work an average of 20 hours per week, with variable dates and hours.

#### ESSENTIAL FUNCTIONS

Conducts data collection on-board bus and light rail vehicles by recording passenger counts, arrival and departure times at designated stops and schedule adherence as well as conducting passenger surveys regarding service changes.

Provides administrative support by reviewing forms for completeness and verifying signatures, performing data entry and may assist in training new employees as needed.

#### MINIMUM QUALIFICATIONS

**Education:** High School diploma or equivalent.

**Experience:** No experience is required; however some experience in customer service or transit is desirable.

#### FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and supplemental questionnaire are required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and supplemental questionnaire must be submitted to the Human Resources Department no later than Wednesday, August 23, 2017, at 5:00 p.m.** RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.**

This position falls under the AFSCME Collective Bargaining Unit

**(Supplemental Questionnaire on Reverse Side)**